# Jahayra Maldonado

Bronx NY / (914)-705-9293 / jahayram505@gmail.com / https://jahayram.github.io/index.html

## EDUCATION

**Mercy University,** Dobbs Ferry, NY                                                               Expected May 2026
Bachelor of Science in Business Administration
- GPA: 3.4
- Relevant coursework: Corporate Finance, International Business, Intro to Entrepreneurship, Marketing Strategy & Branding

## AWARDS & ACHIEVEMENTS
- Attendance Award Recognition                                                           December 2020
- Student of the Month                                                              December, June 2020
- Girls Who Code Certificate                                                                 Spring 2020
- Arizona State University Certificate (AP Class)                                               Fall 2021
- Passed my College courses in Lehman College                                            Spring 2022
- Bloomberg market concepts certification                                                     May 2024

## PROFESSIONAL EXPERIENCE

**Account Manager,** Alexa's Cleaning Company - New York, NY                    December 2023 - Present
- Serve as the primary point of contact between the company and the client.
- Build and maintain long-term, trusting relationships with clients to ensure satisfaction and retention.
- Address and resolve any issues or concerns raised by clients, acting as an advocate for the client within the company.
- Track and report performance, customer satisfaction, and overall progress of the company.

**Assistant,** Nino de la Caridad Foundation - New York, NY                    July 2023 - September 2023
- Selected in an internship to participate in a non profit organization.
- Managed sponsorships for the incoming children participating in the programs.
- Ensured that sponsorships were effectively coordinated and implemented to support the needs of these children.
- Answered phones, scheduled appointments, and conducted research projects.
- Exhibited a strong work ethic, enthusiasm, and a keen ability to adapt to new challenges.

**Tech Flex Leader,** America On Tech, Inc. - New York, NY                December 2021 - September 2022
- Selected to participate in a year-long web development fellowship program.
- Attended weekly sessions with professionals in the web designing field to prepare for a career in tech.
- Completed 160 hours of instruction in web design using HTML, CSS, JavaScript, Repl.it, and Bootstrap.
- Participated in weekly technology classes taught by software engineers at leading technology companies.
- Paired with technology mentors and professionals to focus on college and career readiness skills.

## ACTIVITIES

Member, Mercy Soccer Club- Westchester County, NY                            Spring 2024 - Present
- Developed leadership skills through active participation.
- Enhanced personal growth and self-awareness.
- Improved communication abilities to motivate teammates.
- Fostered a positive team environment on and off the field.

Member, New York Stars & United FC, Liga Equa Bronx, Liga Alausi & Liga Angeles-Bronx, NY      Spring 2023 - Present
- Learned the importance of adaptability, time management, and responsibility in competitive sports.
- Strengthened teamwork skills through collaborative play.
- Took initiative to support and encourage teammates.
- Contributed to personal and athletic growth in various leagues.

## SKILLS
- Languages: Bilingual English and Spanish
- Computer: Proficient in MS Office Suite (Word, Excel, PowerPoint, Access) and Mac Operating Systems
- Coding languages: HTML, CSS, Bootstrap, Javascript (Proficient/Advanced)