

Maya Golban

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EDUCATION

Loyola Marymount University

Los Angeles, CA

Bachelor of Business Administration, Information Systems and Business Analytics

August 2021 - May 2025

- Relevant Courses: Business Information Technology, Legal Environment of Business, Financial Accounting
- Dean's List for Fall and Spring 2021 for maintaining above a 3.6 GPA

EXPERIENCE

VIG Furniture

Vernon, CA

Account Coordinator

June 2021 - Present

- Analyze monthly balance sheet accounts for corporate reporting and generate financial statements using Excel and Quickbooks, including I-9 forms
- Convert company database – including all financial, operations, and customer data – from Storis to NetSuite
- Communicate regularly with over 50 clients to address questions and solve any account-related issues

IHG

Los Angeles, CA

Business Analytics Intern

June 2023 - August 2023

- Optimized data tools (SQL, Excel) to track and analyze performance metrics for ten LA hotel properties
- Generated and presented Tableau dashboards outlining revenue and customer satisfaction ratings to upper-management on a bi-monthly basis
- Researched and analyzed methods to improve customer ratings which increased by 35% in LAX location

Alo Yoga

Manhattan Beach, CA

General Sales Associate

December 2022 - April 2023

- Built interpersonal relationships with clients, converting 23% of customer interactions into sales
- Mastered the POS system; handled over \$10,000 in cash daily

Perlmutter & Pourshalimi

Beverly Hills, CA

Legal and Marketing Intern

June 2022 - December 2022

- Conducted research for case preparation, organized case files, and tracked client payments in Clio
- Boosted client engagement and visibility through TikTok and Instagram by over 40%

LEADERSHIP

LMU Alpha Phi

Los Angeles, CA

Vice President of Finance

November 2022 - Present

- Oversee the chapter funds of \$200,000 and create an efficient budget for over 150 members
- Manage all fiscal transactions including payment plans, payment invoices, creating purchase orders, and producing a semester report

SSI at LMU (Students Supporting Israel)

Los Angeles, CA

Incoming Vice President, Former Treasurer

August 2021 - Present

- Spearhead planning of 10 school-wide club events and organized events across four California universities
- Raised over \$40,000 in a week for Israeli and Gazan children's war relief

ACTIVITIES and SKILLS

Language: Fluent in both English and Russian; proficient in Spanish | Computer: Microsoft Office Excel Specialist, Python | Social Media: Instagram, Twitter, TikTok, Facebook, Canva and Photoshop | Member of Phi Delta Phi Pre-Law Honors Society, Accounting Society, and Consulting for America | Music: Professionally trained in piano