

MAYA DELANY

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EDUCATION

Mount Holyoke College, South Hadley, MA
Bachelor of Arts, May 2017 GPA: 3.75
Major: American Studies Minor: Film Studies
Magna cum laude, English Department Merrill Prize

WORK EXPERIENCE

Write for Rights Campaign Assistant, Amnesty International USA (Temporary) August 2018-April 2019

- Wrote and designed campaign materials, online and off, coordinated the production of all materials and merchandise, in addition to tracking and filling all local and student group member material requests.
- Served as the coordinator for all aspects of Amnesty USA's Write for Rights campaign, including knowledge of the cases; engaged new and existing supporters to join Write for Rights, including educators; attended and facilitated workshops at two of Amnesty USA's regional conferences; and helped develop the campaign strategy.
- Ensured that AIUSA had effective and efficient processes for collecting and reporting data on the number of offline and online actions taken during Write for Rights.
- Provided support to Write for Rights participants, including activists, educators, Amnesty groups and other staff, by answering questions, providing information, and supplying materials.

Coordinator & Office Manager, Walter Pictures & 330 Walter July 2017-July 2018

- Assisted with project proposal construction and research, reading scripts, and writing coverage.
- Performed bookkeeping tasks, in addition to preparing and running monthly payroll.
- Gave tours of the 3-floor co-working space to potential new tenants, constructed sublease agreements, drafted invoices via QuickBooks, and assisted with tenants moving in and out.
- Coordinated and oversaw the renovation of two 12,000 sq. ft. floors, with 24 suites for 330 Walter's expansion.
- Communicated tenant messages and requests to co-working space owner and building maintenance staff; designed and implemented office policies to maintain smooth day-to-day operations.
- Created social media content and maintained websites for both 330 Walter and Walter Pictures.
- Performed receptionist duties: greeted and directed visitors and guests, coordinated deliveries, processed conference room booking requests, addressed all IT needs, and ensured that the office stayed a clean and welcoming space.

ACTIVITIES

Families with Children from China (FCC) Fall 2017-Present

- Secretary on Board of Directors and Adoptee Board Co-Chair, managing Social Media Committee

Asian American International Film Festival (AAIFF) Spring 2018-Present

- Documentary Screening Committee for AAIFF 2018 & 2019

Amnesty International USA Fall 2014-Spring 2017

- Individuals at Risk Intern, Student Activist Coordinator, Student Group Board Member

Undocumented Immigrant Alliance Spring 2015-Fall 2015

- Student Group Board Member

SKILLS

Software: Adobe Photoshop, Adobe Premiere, Adobe InDesign, Adobe Illustrator, Microsoft Office, Google Suite, iMovie, Prezi, WordPress, QuickBooks, ADP Payroll Services