

# Maya E. Martin

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## EDUCATION

### **Troy University**

*Bachelor of Science in Multimedia Journalism*

Minor in English

Troy, AL

May 2021

GPA: 3.71/4.00

## RELEVANT EXPERIENCE

### **Square Books**

Oxford, MS

*Events Coordinator/Print Designer/Social Media Manager/Bookseller* July 2022—Present

- Locates books, suggest similar authors/titles, and put the book in the customer's hands
- Shelve and organize books according to operational standards and promotional priorities ensuring books are placed properly
- Assist with store recovery and cleanliness including dusting, sweeping, organizing, and straightening of merchandise
- Communicate book inventory issues to management in a timely manner
- Leverages resources, tools, and peer knowledge to enhance training and knowledge
- Follow all cash handling policies and procedures using IBID, CardPointe and Square
- Coordinates, manages and facilitates events between Square Books and authors/creatives
- Mediates and coordinates partnerships between Square Books and community partners
- Maintains and manages Square Books' website, event page and internal event calendar
- Designs and edits Square Books' print including the quarterly catalog, bookmarks, counter cards, flyers, shelf talkers.
- Manages social media platforms including Facebook, Instagram and X/Twitter.

## ADDITIONAL EXPERIENCE

### **Oxford Eagle/Oxford Newsmedia**

Oxford, MS

*Head News Reporter*

June 2021—June 2022

- Write stories centered on general community news, business, economics, public policy, crime, breaking news, court proceedings, etc.
- Update stories or articles as new information becomes available
- Investigate new story or article ideas and pitch ideas to editors
- Builds relationships with sources including public officials, administrators, researchers, organizers, public information officers, and other newsmakers

## SKILLS

- Adobe programs particularly InDesign, Photoshop, Illustrator and Premiere Pro
- Customer service & interpersonal skills
- Adaptability
- Collaboration
- Project management