

ALEXA MAYO

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EDUCATION

University of New Hampshire

Bachelor of Science: Business Administration (International Business & Economics)

Bachelor of Arts: French

GPA: 3.77

Durham, NH

Anticipated May 2021

Corvinus University of Budapest

International Business & Humanities (Academic Programs International)

Budapest, Hungary

Fall 2019

Université de Bourgogne

French Language & Liberal Arts (UNH Dijon Program)

Dijon, France

Spring 2020

EXPERIENCE AND ACTIVITIES

Londonderry School District

Substitute Teacher

Londonderry, NH

December 2017–present

- Teach lessons for up to 30 students for grades ranging from Kindergarten through 8th grade
- Provide additional guidance for students with special needs to ensure proficient comprehension of content

Fidelity Investments

Communications Intern

Merrimack, NH

June 2020–July 2020

- Analyzed 3 different companies' responses to COVID-19 and offered recommendations for future crises
- Researched other companies' strategies social justice movements and the media implications
- Planned 4 virtual volunteer events for 1,000 Fidelity interns in celebration of National Intern Day
- Aided in designing the Fidelity Cares internal website, accessible by 50,000+ employees
- Organized and consolidated team's SharePoint drive from 20 folders down to 7 folders to improve searchability

Franco-American Centre

Marketing/Communications Intern

Manchester, NH

May 2019–August 2019

- Curated digital content for use on social media, including event flyers and French language quizzes
- Managed Instagram account to promote cultural events, engage with community partners, and expand reach
- Coordinated all aspects of event management from scheduling and promotion, to filing permits and creating menus

Sodexo at Canobie Lake Park

Fiscal Operations

Salem, NH

May 2017–August 2019

- Supervised 8–20 cashiers and their cash flow and receipts each day
- Conducted safe counts twice per day to ensure the safe is at par
- Manage daily park-opening activities, which included counting 20–40 banks and resetting registers
- Tracked inventory and hourly sales record from previous day, and forecasted additional cash needed

Model United Nations

Public Relations

Durham, NH

September 2018–May 2019; September 2020–present

- Monitor and manage UNH Model UN Facebook and Instagram accounts to recruit new participants
- Plan and execute events on campus, including MUN conference for 60 high school students from around the state
- Deliberate, debate and draft resolutions to solve world issues at annual MUN conferences

HONORS AND AWARDS

- UNH Honors Program
- UNH Hamel Scholars
- Peter T. Paul Scholars Program
- Morgan Rutman Fellowship
- Beta Gamma Sigma Honor Society
- Pi Delta Phi Honor Society
- Phi Beta Kappa Honor Society