Maya Lakhani

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EDUCATION

University of Edinburgh — Edinburgh, Scotland, United Kingdom
MSc Marketing (planned incoming student) — *September 2027 – August 2028*

Queen's University — Kingston, Ontario
*Bachelor of Arts - Political Science (*Dean's Honour List 3 years) — *2023 – Present (expected completion May 2027)*

PROFESSIONAL EXPERIENCE

Polar Performance Materials — Oakville, Ontario
Marketing Intern — *May 2025 - August 2025*
- Organized and maintained ~2000+ digital company files using Adobe Acrobat, improving accessibility of internal resources
- Supported marketing and internal communications initiatives by developing digital materials, forms, and resources for employees
- Managed and reconciled financial/operational orders using Excel, applying formulas and filters to track fulfillment and resolve inconsistencies

ATR Sports — Etobicoke, Ontario
Sales Associate — *May 2024 - August 2024*
- Developed extensive product knowledge across racquets and athletic equipment to provide personalized recommendations based on customers' playing styles, preferences, and needs
- Provided ~50+ racquet-stringing services tailored to customers' playing preferences and equipment needs

Ontario Racquet Club — Oakville, Ontario
Sales and Service Associate — *June 2021 - December 2022*
- Greeted customers and provided guidance on athletic wear, sports equipment and racquets; efficiently handled customer checkouts and complaints; strung tennis and squash racquets

Ontario Racquet Club — Oakville, Ontario
Squash Coach Assistant — *June 2019 - August 2019*
- Coached 30+ children aged 8–12, teaching squash fundamentals and adapting instruction to different skill levels
- Designed age-appropriate drills to build movement, racquet control, and technique, alongside cardiovascular exercises to improve stamina

EXTRACURRICULAR ACTIVITIES

Queen's Varsity Women's Squash — Kingston, Ontario
Member/Player — *September 2023 – Present*
- Travel across Ontario to represent Queen's University at over 20 varsity tournaments
- Collaborate closely with teammates during practices and tournaments, contributing to a supportive and team-oriented environment
- Demonstrate discipline, resilience, and time-management skills through consistent training and high-level competition
- 1X Ontario University Athletics (OUA) Champion; 1X Ontario University Athletics (OUA) Finalist

Inquire Publication — Kingston, Ontario
Journalist — *September 2024 - May 2026*
- Wrote and published monthly articles for 2 years on current socioeconomic issues, cultural trends, and consumer behaviour
- Analyzed emerging trends and their influence on brands, industries, and consumer interests; translated complex topics into engaging, accessible articles tailored to a student readership
- Developed original article concepts and conducted independent research to support written pieces
- Collaborated with editors to revise and refine articles for publication
- Article topics included: scapegoating of the LGBTQ+ community, representation of South Asians in the media, financial barriers to education

South Asian Association — Kingston, Ontario
Graphic Coordinator — *September 2025 - May 2026*
- Designed engaging digital graphics and promotional materials for cultural events and social media campaigns
- Incorporated South Asian culture and identity into visual content to create authentic and inclusive messaging for the student community
- Contributed to organizing cultural events, including Culture Day, which encouraged members to share traditional foods and wear cultural attire

Queen's University Orientation Leader — Kingston, Ontario
First-Year Program Representative — *August 2024 - September 2024*
- Planned and scheduled orientation activities for incoming first-year students in my program, coordinating updates and answering questions
- Helped new students navigate university resources, academic expectations, and campus life as they adjusted to Queen's

VOLUNTEERING

Crisis Text Line — Remote
Counselor — *May 2025 - December 2025*
- Contributed approximately 275 volunteer hours over eight months, providing empathetic text-based support to people experiencing crisis
- Adapted responses to each person's needs while maintaining confidentiality and following volunteer training

Women, Health, Innovation - Understanding AI Summit — Burlington, Ontario
Marketing Assistant — *May 2024*
- Helped prepare food tables, arrange seating, and organize event spaces for a summit attended by ~100 people
- Communicated event information to participants and helped them navigate the summit

Queen's Women's Squash Giving Day: marketed a fundraising campaign for our squash team - raised over $7k