

# IVANA DE CARVALHO PEIXE



## SUMMARY

International student-athlete currently pursuing an MBA at Loyola University New Orleans, maintaining a 4.0 GPA and expected to graduate with honors in August 2026. Graduated with a Bachelor's in Marketing from the University of New Orleans and was nominated UNO Scholar-Athlete of the 24-25 Year. Have balanced academics, athletics and multiple on-campus work experiences, developing strong time management, communication and organizational skills. A fast learner who is adaptable and eager to gain more experience.

## WORK EXPERIENCE

### Desk Assistant, Pontchartrain Hall (UNO)

Aug 2023 - May 2025

- Monitored residence hall access and ensured student safety
- Assisted residents with questions, requests and daily issues
- Managed visitor check-ins and key distribution
- Coordinated with staff and maintenance to resolve problems efficiently
- Communicated policies and important updates to residents
- Nominated "Desk Assistant of the Month" in Sept. 2023 and Nov. 2024
- Nominated "Desk Assistant of the Year" in April 2025

### Desk Assistant, Tennis Center (UNO)

Oct 2023 - May 2025

- Managed court reservations and scheduled bookings for customers
- Ensured center security by monitoring entrances and enforcing rules
- Sold drinks, snacks and other items to customers
- Assisted with inventory
- Closed the center at the end of the day, ensuring all tasks were completed

### Game Day Worker, UNO Athletics (UNO)

Oct 2023 - May 2025

- Assisted with setup and breakdown of game day events
- Assisted with ticket scanning and checking event credentials
- Sold drinks, snacks and other items to customers

### Marketing Assistant Sodexo (Loyola Dining)

Aug 2025 - May 2026

- Create and manage social media content (Instagram) to promote campus dining and increase student engagement
- Assist in planning and executing marketing events and promotions across campus
- Design marketing materials using Canva (flyers, menus, digital content...)
- Support monthly content calendars aligned with campaigns and national food days
- Analyze student feedback and survey data to improve marketing strategies and dining experience

### Graduate Assistant (Loyola Beach Volleyball)

Jan 2026 - May 2026

- Assist coaching staff with practices and daily team operations
- Help organize equipment and training sessions
- Support team logistics, including scheduling and travel

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## EDUCATION

### High School

Institution François D'assise-Nicolas Barré  
Lycée Bellevue Toulouse

- Final GPA: 3.7

**Aug 2015 - June 2021**

### Bachelor of Marketing

Henry Bernstein College of Business  
University of New Orleans

- Final GPA: 3.8 (Graduated with Magna Cum Laude)

**Aug 2021 - May 2025**

### Master of Business Administration

Loyola University New Orleans

- Current GPA: 4.0

**Aug 2025 - Present**

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## KEY SKILLS

- Social Media Marketing (Instagram content & engagement)
  - Content Creation & Canva Design
  - Event Planning & Promotions
  - Data Analysis & Customer Feedback
  - Microsoft Excel, Word, PowerPoint
  - Team Leadership & Coaching Support
  - Communication & Interpersonal Skills
  - Time Management & Organization
  - Adaptability & Fast Learner
  - Customer Service & Engagement
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## VOLUNTEERING

- UNO Career Fair
  - Fried Chicken Festival
  - October Fest Festival
  - Coaching/ helping out at volleyball camps
  - Boo at the Zoo
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## CERTIFICATIONS

- Google Ads Search Certification
  - Google Analytics Individual Qualification
  - AI- Powered Shopping ads Certification
  - Empowering AI Literacy Certification
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## LANGUAGES

- French (Native)
- English (Fluent)
- Portuguese (Intermediate)
- Russian (Intermediate)
- Spanish (Intermediate)
- German (Learning)