To the South East District Council and Membership,

I am Maya Simone Williams, a second-year Business Administration scholar at Florida A&M University and a Spring 2025 initiate of the Beta Phi Chapter of Tau Beta Sigma. I am writing to express my intent to run for South East District Vice President of Special Projects.

Since becoming a member of Tau Beta Sigma, I have come to appreciate the impact of the work we do. Much of our service happens behind the scenes, in preparation, organization, and the support we give one another. These moments helped me understand the heart of our organization and inspired me to serve beyond my chapter.

Within the Beta Phi Chapter, I currently serve as Secretary and Events Chair. As Secretary, I maintain organized meeting minutes, created templates for event proposals, track attendance, and ensure our alumni receive a monthly newsletter so they remain connected with the chapter. Through my role as Events Chair, I have organized and hosted eight chapter events, several of which helped our chapter achieve Focus on Five, making us proud to be the first chapter in the nation to accomplish it this year.

Some of these programs include Carving with the Rahs, a bonding event designed to bring members of the band together outside of rehearsal, and Anixey sTAUp, a program focused on the mental health and well-being of band members. I also help to organize a Women in the Hundred lock in event, where I secured over 300 donated products from Good Molecules and Black Girl Sunscreen to support the wellness of women in the Florida A&M University Marching 100.

Outside of the chapter, I serve as Euphonium Rank Sergeant in the Florida A&M University Marching 100, where I help guide rehearsals and mentor other members. This role has strengthened my leadership by teaching me how to communicate clearly, support others, and adapt to different learning styles.

I believe the Vice President of Special Projects plays an important role in strengthening connections across the district. My goals for this role are to encourage collaboration between chapters, make district and national initiatives easier to understand and engage with, and highlight the meaningful work sisters across the district are already doing. Every chapter contributes something valuable, and I want to help ensure those efforts are recognized.

Tau Beta Sigma has given me a community that supports my growth and encourages me to lead with purpose. I would be honored to serve the South East District and contribute to strengthening the experience sisters have within this organization.

Thank you for your time and consideration.

Sincerely,
Maya Simone Williams

Maya Simone Williams

Marketing Intern

786-559-9400 | Mayasimone2006@gmail.com | Tallahassee, FL | Linkedin.com/Mayasimonew

SUMMARY

Passionate about marketing with experience in social media growth, brand development, and engaging consumers. Skilled at creating strategies and content that boost brand awareness and connect with the right audience

EDUCATION

Bachelor of Science in Business Administration — Aug '24 - Dec '28

Florida Agricultural and Mechanical University — Tallahassee, FL

- Anticipated Graduation Date: Fall 2028

Associates of Science in Business Administration — Aug '23 - May '24

Miami Dade College — Miami, FL

- CGPA: 3.3

KEY SKILLS

• Data Analytics • Social Media Growth & Engagement • Content Creation • Teamwork • Leadership • Problem Solving • Attention to Detail • Creative • MS Office Suite • Canva • Adobe Express

Experience

Administrative Assistant — Jan '25 - Present

ATL Home Health Corporation — Miami, FL

Hybrid Work

- Assisted with administrative operations, including organizing patient files, scheduling, and supporting day-to-day office tasks to ensure smooth workflow
- Led an office liquidation sale, streamlining inventory management and customer interactions to ensure a smooth process and generate over $1,200 in sales

Administrative Assistant — May '24 - Jul '24

Workforce Readiness Advancement & Placement — Miami,FL

- Led and organized three workshops, strengthening participant engagement and improving communication between attendees and coordinators
- Streamlined scheduling, record-keeping, and communications to enhance workforce readiness for unemployed youth, leading to two successful job placements

Leadership and Development Experience

BRAND AMBASSADORSHIPS — Sep '25 - Present

Campus Ambassador (Adobe, Bubble Skincare, and Olive & June) — Remote

- Represent national brands on campus and online through creative marketing, product promotion, and community engagement
- Executed product demos, and peer-to-peer outreach, generating 20,000+ impressions and increasing brand awareness and student participation.
- Create digital content and visual assets using Adobe Express and Canva to highlight brand initiatives and events

Case Competition — Oct '24 - Nov '24

Capital One Case Competition — Tallahassee, FL

Winning 1st Place

- Crafted & presented a data-driven marketing strategy for Capital One, outlining a $500K family-centric campaign featuring referral programs & anticipating a 5-6x ROI
- Formulated social media marketing initiatives integrating AI-generated visuals aimed at achieving over 1 million impressions to elevate engagement & bolster brand awareness among Gen Z
- Collaborated effectively within a dynamic team, leveraging strategic thinking and adaptability to develop data-driven marketing solutions

MEMBERSHIPS

- National Associations of Black Accountants | FAMU | Aug 24' - Present
- The Marching 100| FAMU | Rank Sargent | Aug 24' - Present
- The Beta Phi Chapter of Tau Beta Sigma | FAMU| Secretary and Events Chair | Jun 25' - Present

FLORIDA A&M UNIVERSITY

The Beta Phi Chapter of Tau Beta Sigma
National Honorary Band Sorority, Inc.

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206 Foster Tanner Music Bldg.
Tallahassee, Florida, 32307
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F: (850) 561-1276

March 06, 2026

To Whom It May Concern,

I am pleased to write this letter of recommendation in strong support of Maya Simone-Williams for the position of Vice President of Special Projects for the Southeast District of Tau Beta Sigma National Honorary Band Sorority, Inc. As someone who has observed Maya's leadership as Chapter Secretary and Events Chair, I have seen her demonstrate a strong dedication to service and an exceptional work ethic within our chapter. I can confidently say that she possesses the character, initiative, and organizational ability necessary to serve effectively in this role.

Maya has been an integral part of the success of our chapter's events and internal operations. She consistently demonstrates a high level of organization, efficiency, and dependability in her work. Whether assisting with the coordination of chapter initiatives, managing critical details behind the scenes, or ensuring that chapter functions run smoothly, Maya approaches every responsibility with professionalism and care. She is the type of person who understands that strong leadership is not only about vision, but also about execution, consistency, and follow-through.

One of Maya's most notable strengths is her commitment to meaningful service. She spearheaded a partnership between Good Molecules and our band, resulting in free skincare products distributed to the entire band program. This project was both thoughtful and impactful, reflecting her ability to identify service opportunities that directly benefit others. It also demonstrated her initiative, resourcefulness, and ability to successfully carry a project from idea to implementation. Maya does not simply participate in service efforts; she helps create and organize them, ensuring they are intentional, impactful, and centered on the needs of the band.

In addition to her strong organizational skills and service-minded leadership, Maya is also an effective communicator. She works well with others, communicates clearly, and contributes positively in collaborative environments. She can engage others in ways that build trust, encourage teamwork, and keep projects moving forward. These qualities are essential for a district officer, particularly in a role focused on special projects, where communication, planning, and adaptability are critical to success.

Maya embodies the values of Tau Beta Sigma through her dedication to service, commitment to excellence, strong musicianship, and genuine investment in the well-being of those around her. She has already demonstrated her ability to make meaningful contributions at the chapter level, and I am confident she would bring the same level of passion, professionalism, and effectiveness to the Southeast District. I recommend Maya Simone-Williams for the position of Vice President of Special Projects, and I am confident that she would serve the Southeast District with integrity, purpose, and distinction.

Warm regards,

Julessa Velez

Julessa Velez,
Beta Phi Chapter of Tau Beta Sigma, President

Dear Selection Committee,

It is my pleasure to offer this letter of recommendation in support of Maya Williams' application for the position of Vice President of Special Projects. Through her leadership, initiative, and commitment to service, Maya has demonstrated the qualities necessary to successfully lead innovative programs that strengthen both the chapter and the broader band community.

As Secretary of the Beta Phi Chapter, she has consistently demonstrated exceptional organization and administrative leadership. In this role, Maya maintained detailed and organized meeting minutes, created standardized templates for event proposals, and developed an attendance tracking system to ensure accurate and consistent recordkeeping. Additionally, she coordinates and distributes a monthly newsletter to alumni, helping maintain strong relationships between the active chapter and alumnae members. These efforts reflect her ability to build sustainable systems that improve communication, efficiency, and long-term organizational success.

As Events Chair, Maya has successfully planned programming which helped to contribute to the chapter meeting the requirements to become the first chapter in the Nation to complete the National Focus on Five initiative. This accomplishment speaks not only to their work ethic, but also to their ability to translate ideas into impactful, well-executed programs.

In addition to her chapter leadership, Maya serves as Euphonium Rank Sergeant in the Florida A&M University "Marching 100". In this role, she mentors younger members, assists in teaching music, and guides rehearsals within her rank. Her leadership within the band has strengthened her ability to support individuals with different learning styles while fostering an environment of growth and accountability.

Her campus and professional involvement further reflect a commitment to professional development and strategic thinking. As a member of the National Association of Black Accountants (NABA), she participates in business case competitions focused on marketing and strategy. She was also selected as a student mentee through SalterMitchell PR, where she gains mentorship and exposure to communications strategy, branding, and public relations. These experiences contribute to her strong skills in strategic planning, communication, and collaboration.

Maya brings numerous strengths they bring to leadership are numerous. She is highly skilled in event planning and coordination, organizational management, public speaking, and partnership development. She consistently demonstrates initiative, reliability, and a community-focused approach to leadership.

I give my highest recommendation for Maya as Vice President of Special Projects. Her ability to develop creative programming, manage complex initiatives, and build meaningful partnerships will undoubtedly benefit the Southeast District. If you have any questions or concerns, please feel free to contact me at camywhite14@famu.edu.

Musically yours,

Camye R. White

Dr. Camye White, Co- Sponsor/Advisor Beta Phi Chapter
Tau Beta Sigma Life Member #3562