

# HALEY BOYD

haleyrebeccaboyd@gmail.com | 760.580.9071

## EDUCATION

### **Loyola Marymount University**

*Psychology and Sociology*

- Relevant Coursework: Personality; Human Growth and Development; Research Methods; Statistical Methods; Environmental Movements.

## PROFESSIONAL EXPERIENCE

### **Student Housing Office**

**Loyola Marymount University, CA**

*Area Office Assistance*

2018-Present

- Distribute/sign out supplied/resources to area residents.
- Duties include, but are not limited to: responding to student inquiries, maintaining administrative logs, answering phones, typing, and creating flyers.

### **LEGOLAND**

**Carlsbad, CA**

*Ride Operator*

2017-2019

- Learned and followed detailed ride operating procedures listed in Stand Operating Procedures manuals and executed strong verbal communication with ride operators.
- Comfortable speaking to guests both in one-on-one and in groups using a public address system.

### **Vice President's Office, Academic Affairs Division**

**Loyola Marymount University, CA**

*Administrative Assistant*

2017-2019

- Answered incoming calls, routed calls to the proper person or department, wrote accurate messages, greeted and assisted visitors
- Conducted research projects as assigned, assisted in the setting up and coordination of meetings, maintained the periodicals file, and assisted Judicial Affairs with confidential telephone calls, documentation and visitors.

### **House of Air**

**Carlsbad, CA**

*Events Coordinator*

2017-2019

- Communicated with customers in the attraction zones to promote safe customer engagement as well as being alert and attentive.
- Communicated product and program offerings and other special events to customers and guests as well as scheduled reservations for services.

## CAMPUS AND COMMUNITY INVOLVEMENT

Photographer, Tower Yearbook

Referee, San Marcos Youth Soccer

Camp Counselor, House of Air

Lifeguard, The City of San Marcos

Usher and Concessions, Regal Entertainment

## AWARDS AND LEADERSHIP EXPERIENCE

Youth Volunteer of the Year and Mentor Referee, San Marcos Youth Soccer

Floor Manager, Saint Marks Catholic Church