

# HALEY BOYD

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## EDUCATION

### **Loyola Marymount University**

**Los Angeles, CA**

*Bachelor of Arts Candidate, Psychology and Sociology Minor*

May 2021

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

## PROFESSIONAL EXPERIENCE

### **Student Housing Office, Loyola Marymount University**

**Los Angeles, CA**

*Area Office Assistant*

2018 - Present

- Distribute and sign out supplies to 700 area residents.
- Responding to student inquiries, maintaining administrative logs, and answering phones.

### **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.
- Interacted with upwards of 15,000 guests on an average day.

### **Vice President's Office, Loyola Marymount University**

**Los Angeles, 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, assisted in the setting up and coordination of meetings, and maintained the periodicals file.
- Assisted Judicial Affairs with confidential telephone calls, documentation and visitors.

### **House of Air, Adrenaline Park**

**Carlsbad, CA**

*Events Coordinator, Camp Counselor*

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.
- Lead camp groups of up to 40 children ages 7-13 years old.

## LEADERSHIP EXPERIENCE

Mentor Referee, San Marcos Youth Soccer; 6 years

Floor Manager of Dinner Events, Saint Marks Catholic Church; 6 years

## SKILLS

Problem Solving | Teamwork | Interpersonal Communication | Customer Service | Situational Awareness | Organization | Leadership | Microsoft Office: Excel, Word, PowerPoint | Social Media: Instagram, Twitter, Snapchat, Facebook