

Nailah Boyd

Whitewater, WI 53190

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+1 414 399 0937

Willing to relocate to: Milwaukee, WI

Authorized to work in the US for any employer

Work Experience

Women Club Basketball President

University of Wisconsin-Whitewater - Whitewater, WI

September 2021 to Present

Presides and leads all meetings and practices (when coaches are not available); oversees and signs all paperwork relating to Women's Club Sports; oversee the budget for Women's Club Sports; oversee coaching staff for Women's Club Sports; oversee and approve all meetings minutes written by secretary; tiebreaker in split decisions that may need to go to a vote; oversee and decides playing schedule for Women's Club Sports; oversee planning committees for tournaments and events related to Women's Club Sports; oversee the management team and assigns weekly tasks; is the face and representative for Women's Club Basketball.

Receptionist

Forever Salon

June 2016 to Present

I schedule clients, File Management for customers. I am a cashier while doing product ordering and inventory management. Also I do product sales and a aid stylist. At the same time I answer phones and do the advertising and marketing aids and social media advertising and marketing.

Legal Secretary

Wisconsin State Public Defenders Office - Janesville, WI

March 2022 to November 2022

It consist of mostly clerical work. I provide Lawyers with direct assistance, scheduling client appointments and organizing and maintaining all legal documents kept on-site.

Retail Associate

Confectionately Yours - Milwaukee, WI

January 2019 to November 2020

- Manage Inventory
- Answer Phone Calls
- Sale Products
- Social Media Advertisement

PROVOST Student Assistant

UW-Whitewater University - Whitewater, WI

August 2019 to March 2020

The Student Assistant serves as the front desk receptionist and first point of contact for visitors of the Provost Office. I am responsible for assisting in tasks assigned by executive staff members, Vice Provost and Provost. These tasks may include: assisting office staff with event planning, coordinating, material creation, along with the opportunity to attend the event or function.

Everyday responsibilities tasks will include: communicating professionally with visitors; answering and transferring phone calls; creating Excel spreadsheets and forms using Word; formatting, printing, scanning and copying a variety of documents; creating and filing personnel files for unclassified staff; maintaining confidentiality.

Education

Bachelor's in Criminology

University of Wisconsin-Whitewater - Whitewater, WI

September 2019 to December 2023

General

Wauwatosa West - Milwaukee, WI

September 2015 to June 2019

Skills

- Schedule clients, File management for customers, Cashier, product ordering and inventory management, product sales, aid stylist, answer phones, advertising and marketing ads, social media advertising and marketing. (2 years)
- Reception (2 years)
- Front Desk
- Customer Service
- Customer Support
- Call Center
- Customer Care
- Office Experience (3 years)
- Microsoft Office
- Microsoft Excel
- Event Planning
- Microsoft Powerpoint
- Microsoft Outlook
- Organizational Skills
- Cash Handling
- Retail Sales
- Microsoft Word
- Personal Assistant Experience
- Office Management
- Typing
- Computer skills

- Leadership
- Fundraising
- Budgeting
- Human Resources
- Business Development
- Clerical Experience
- Banking
- Customer service
- Computer skills
- Front desk
- Cash register
- Typing
- Cash handling
- Sports coaching
- Sales
- Leadership
- Basic math
- Paralegal experience
- Microsoft Excel
- Organizational skills
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Outlook
- Microsoft Office

Certifications and Licenses

Driver's License

April 2018 to August 2028

Paralegal Certificate

Groups

Milwaukee Give Volunteer

March 2019 to Present

New Covenant Baptist Church Member

Present

UW-Whitewater Women's Club Basketball President

May 2020 to Present

Peer Mentor

January 2022 to Present

Peer Mentors serve as a resource to new students during their first semester at UW-Whitewater, leading them through Warhawk Welcome, joining them in their New Student Seminar section, and checking-in individually. Throughout the fall semester, Peer Mentors remain in contact with new students to answer questions and help them feel at home on campus.

Additional Information

I will produce work of high quality, giving close attention to the accuracy of details. Stable and dependable, I am consistent in my actions, and if necessary, I have a sufficient amount of patience to do work of a repetitive nature. I believe in having, and following, well-defined processes and procedures. I am an unselfish person, motivated by a strong sense of duty. I am a cautious person who takes my work responsibilities very serious. My general social behavior is governed by a strong sense of propriety and a concern for doing and saying the right thing. In familiar social and work situations in which I feels comfortable, I am is agreeable, helpful, respectful, and very conscious of my responsibilities.