**Brittany J. Boxill**

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**OBJECTIVE**

Recent political science graduate with customer service experience developed during my internship, looking for an entry level position where I can demonstrate my understanding of the User experience

**CORE COMPETENCIES**

Administrative skills | Adaptability | Effective Written and Verbal Communication | Commitment

**TECHNICAL SKILLS**

Microsoft Office Suite | Sketch |Figma | Data Analysis |Adobe XD

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**EDUCATION**

**B.A.** in **Political Science with a minor in Business Law & History**

Member of PHI ALPHA DELTA Pre-Law Fraternity

University of North Texas, Denton, TX  
Graduation Date: May,2020

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**RELEVANT EXPERIENCE**

***Intern,*** Brock Legal PLLC​, Flower Mound TX, (Summer 2018)

* Participated in client interviews;
* Served as a witness during will and document signings;
* Attended will executions;
* Organized client files;
* Assisted senior paralegal with her administrative duties.

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North Texas Top 40 Leaders (2019 – 2020)

* Recognized as one of the Top 40 Leaders at the University of North Texas;
* Attended exclusive dinners with College Deans and Head Faculty;
* Hosted leadership lecture dinners in collaboration with members of the Executive Leadership Development Council;
* Participated in professional training exercises.

Vice President, The Women of G.O.L.D UNT Chapter (2018 – 2020)

* Leads an executive team that creates and conducts empowerment events and community service activities for members;
* Oversees a general body of more than two hundred and fifty (250) members;
* Managed an annual budget of over $6,000 for events and organization merchandise;
* Oversaw all marketing and social media, including Instagram, Twitter, email and event flyers;
* Acquired brand development, teamwork, public speaking, creativity and leadership skills.

University of North Texas Moot Court Team (Fall 2017 – Fall 2018)

* Competed in interuniversity out-of-state competitions in Colorado and Louisiana;
* Gained extensive knowledge in Appellate proceedings;
* Received one-on-one mentorship from several attorneys in the Denton area.

**WORK EXPERIENCE**

***Administrative Assistant,***The CLR Sales Group November 2020 –March 2021

* Managed all systems for seller and buyer clients, client database management, lead generation tracking, lead follow-up and all office administration.
* Oversaw all aspects of buyer and seller transactions from initial contact to close.
* Organized all materials and documentation for property listings.
* Coordinated with sellers for all home photos, staging, repairs, cleaning, signage, lockbox, access requirements and marketing activities;
* Scheduled buyer home inspection and repairs;
* Coordinated the purchasing of any office equipment, marketing materials, and any other business supplies.

***Student Assistant,***Student Accounting & Cashier Services, University of North Texas, May – September 2017

* Provided advice to clients about financial aid, federal and private loans;
* Resolved, clarified issues regarding financial statements and balances;
* Used Microsoft Office Suite on a daily basis;
* Answered phones and drafted responses to over fifty (50) emails daily;
* Acquired a basic knowledge of Accounting practices;
* Monitored numerous customer accounts daily.

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**COMMUNITY INVOLVEMENT**

* Volunteer, Denton County Friends of the Family 2018 – 2020
* Volunteer, Keep Denton Beautiful 2018 – 2020
* Volunteer, Martin Luther King Community Center 2018 – 2020