

Krystal Boyd

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4306 Ord St NE

Washington, DC 20019

Objective: To obtain a position that utilizes my communication, secretarial, organizational, and customer service skills.

Education: **The Pennsylvania State University, Mont Alto, PA**

May

2014

B. S. In Business Management and Marketing

Relevant Courses

Human Resources Management Business Information Systems

Corporation Finance

Business Writing

Strategic Business Planning

Project

Management

Work Server

July 2014-

Present

Experience: *Purple-Tie by Ridgewells, Bethesda, MD*

- Provided the customers with a pleasant dining experience and quality service
- Successful multitasking while remaining professional and courteous in a fast-paced environment
- Ensured the cleanliness of dining area and food items before serving
- Assisted others in carrying out their part of preparing and serving meals
- Maintained serving standards and followed all regulations while performing duties

Business Intern

January

2014-May 2014

Penn State Mont Alto Career Services, Mont Alto, PA

- Use Microsoft Publisher to create digital sign advertisements and posters for events and workshops
- Develop employer database system using Microsoft Excel
- Assist with maintenance of website; draft emails to students; develop PowerPoint presentations
- Assist with Career Services event coordination including Career Fairs and Etiquette Dinner
- Maintain Career Services bulletin board with career-related information; data entry

Office Administration/IT Support

Summer

2012 & 2013 *Washington Metropolitan Area Transit Authority, Washington, DC*

- Teamed with others to assist with project managers
- Formatted and updated documents; maintained office calendars; prepared memos
- Performed general office tasks: filing, typing, photo copying, faxing
- Provided front-line reception: answering phones, data entry, alerted employer of meetings, provided assistance to staff or clients over the phone
- Planned and scheduled maintenance upgrades, spoke to clients and computer users to determine the nature of problems, responded to breakdowns, recorded helpdesk tickets

Activities: **Penn State Mont Alto Alumni Association, Member**

Fall

2012 - Present

Spring 2014	Penn State Multicultural Club , Treasurer	Fall 2013 -
	Penn State Allies Club , Treasurer	Fall 2013 -
Spring 2014	Penn State Softball Team Manager	Fall 2013 -
	Spring 2014	
	<ul style="list-style-type: none">• Create spreadsheets to enter stats of players, organize team uniforms	

Skills: Microsoft Word, PowerPoint, Excel, Outlook, and Publisher, Certified in Adobe Photoshop, Windows and Mac OS