

# HAYLEY BUDZINSKI

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I am an experienced professional with a demonstrated history of working in a variety of administrative, clerical, and customer service-based positions. I am currently in school part time earning a certificate in web development and coding, while working full time.

## EXPERIENCE

OCTOBER 2019 – PRESENT

**PARALEGAL**, HOFFMAN NIES DAVE & MEYER, LLP

- Independently correspond with and maintain client relationships
- Draft, review, and revise Estate Planning Documents
- Assist in the formation of Nonprofits and LLCs
- Maintain attorney schedules and coordinate client meetings
- Daily use of Outlook, Microsoft Word and Excel, Tabs Billing System, Adobe Acrobat

MARCH 2017 – SEPTEMBER 2019

**PARALEGAL**, WHITE BEAR ANKELE TANAKA & WALDRON, P.C.

- Research and data collection and tracking using Practice Master and other data tracking tools for over 130 Metropolitan Districts around Colorado
- Draft, review, and revise contracts and agreements
- Track annual compliance matters and statutory deadlines
- Coordinate attorney schedules and client meetings
- Daily use of Outlook, Microsoft Word and Excel, Practice Master, Tabs Billing System, Adobe Acrobat

SEPTEMBER 2015 – OCTOBER 2016

**SUPERVISOR**, BUNSEN BURGER, DUBLIN, IRELAND

- Ensure open communication among staff and customers
- Organize and operate multiple restaurant management systems
- Handling guest and employee complaints and comments
- Comply with financial transaction policies
- Monitor all operations including monetary transactions, employee hours, and distribution of tips

## EDUCATION

APRIL 2020

**FULL STACKED WEB DEVELOPER CERTIFICATE, UNIVERSITY OF DENVER**

This is a six-month intensive bootcamp where students become proficient in HTML, CSS, JavaScript, jQuery, API's, React.js, Node.js, MySQL, and other programming languages and applications.

MAY 2014

**BACHELOR OF ARTS IN INTERNATIONAL STUDIES, COLORADO STATE UNIVERSITY**

I completed a four-year Bachelor of Arts Degree with a major in International Studies and a minor in International Development.

## SKILLS

- Knowledge of HTML, CSS, JavaScript, and Node.js
- Desire to Learn
- Punctual and Passionate
- Maintains Positive Attitude in stressful situations
- Strong Work Ethic
- Technical Knowledge of Microsoft Applications
- Ability to Work in a Team and Independently
- Problem-solving and Decision-making
- Written and Verbal Communication

## ACTIVITIES

In addition to having a passion for finding where I belong in my career, I also really enjoy rock climbing, the outdoors, and traveling the world. I have been lucky enough to travel to 29 countries working in different hostels and through educational opportunities and I do not have any intention of stopping. While I do enjoy the world outside of the United States, since moving back to Colorado in 2017 I have developed a new found love for exploring my own backyard.