

# KIMBERLY BOYLE

kxmverly@gmail.com  
702.807.0186 | Las Vegas, NV

---

Analytical, organized, and detail-oriented full-time student with a passion for the use of management techniques to collect and process data to develop technological solutions for contemporary business problems. Collaborative team player with clinical experience and a willingness to learn new skills.

---

## EXPERIENCE

### FRONT DESK AND COORDINATOR

Spa & Fitness Center at Southern Highlands | Las Vegas, NV

03/2023 - PRESENT

Provided customer service to spa guests by scheduling appointments, collecting payments, and addressing inquiries. Assist with various administrative tasks, including data entry, filing paperwork, and utilizing Microsoft Office Software. Answered direct incoming calls and relayed them to the appropriate departments.

---

### MEDICAL ASSISTANT

Las Vegas Dermatology | Las Vegas, NV

05/22 – 03/23

Assisted in the examination and treatment of patients under the direction of a physician. Organized and maintained patient records and charts, Conducted initial patient assessments, and documented findings.

### REGISTERED BEHAVIOR TECHNICIAN

Let's Talk! Therapy | Las Vegas, NV

05/21 – 02/22

Work with autistic patients with behavioral issues by collecting data about patients' behaviors through direct observation. Assisted BCBAs as directed with behavior reduction assessments and skill acquisition plans.

---

## EDUCATION

### BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, INFORMATION SYSTEMS

University of Nevada, Las Vegas

MAY 2025 | 3.8 GPA

### BIOMEDICAL SCIENCES

Northwest Career and Technical Academy

MAY 2020 | 3.7 GPA

---

## VOLUNTEER EXPERIENCE

### ALPHA XI DELTA

University of Nevada, Las Vegas

- Helped the Women's Medical Center by sanitizing toys and preparing outfits for children in need.
- Participated/ran in marathons to support medical causes.
- Volunteered at Three Square by packaging food and sorting goods.