

William L. Boyd V

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EDUCATION

Florida State University

Bachelor of Science

Major: Political Science

Minor: Entrepreneurship

- Relevant Computer Skills: Microsoft PowerPoint, Word, and Excel

Tallahassee, Florida

December, 2017

Tallahassee Community College

Associate in Arts Degree

December, 2015

LEADERSHIP

Leader of new employee recruits at Hopping Green and Sams, P.A.

Team captain of high school lacrosse team.

EXPERIENCE

Hopping Green and Sams, P.A.

Administrative Assistant

Tallahassee, Florida

August 2013-2015

- Provided services for attorneys and professional staff within the law firm.
- Provided advice and leadership for coworkers.
- Applied filing and record keeping duties with organization and confidentiality.
- Assisted attorneys with the organization and delivery of important documents to and from court.

Black Fig, Restaurant & Catering

General Assistant

Tallahassee, Florida

Summer 2013

- Provided service and bussing to customers.
- Assisted with food preparation in the kitchen.

Quality Cuts Lawn Service

Self Employed

Tallahassee, Florida

2013

- Provided a variety of services, including lawn maintenance, for numerous family properties in the Tallahassee area.
- Focused on upkeep and maintaining lawns to certain specifications.