

Destiny D. Boone

dboone2@wisc.edu | 608.628.7785 | Madison, WI

About Me: I am a creative aspiring professional seeking to gain more experience with digital media. I have a range of experience with various softwares and applications, and continue practicing learning new skills. What I hope to bring to your organization is a positive attitude, as I benefit your business through organization, task management, and friendly people skills.

Skills

Intermediate level HTML coding | Typing speed 60 wpm | Intermediate level in MS Office Suite (Word, PowerPoint, Excel) | Proficient in Outlook | Creative knowledge of Adobe Applications | Currently learning Python | Time management and team player

Education

University of Wisconsin-Madison, Bachelor of Science in Educational Policy Studies with an additional major in Communication Arts Film, Tv, and Radio Concentration and Certificate in Digital Studies, Cumulative GPA: 3.3/4.0

Awards

Grade Average in Major: 3.8/4.0, PEOPLE (pre-college enrichment opportunity program for learning excellence) Scholarship recipient, a competitive four-year tuition scholarship for first generation college students.

Work Experience

University of Wisconsin Wiscard Office June 2024 – present

Admin Assistant

- Produced University ID cards, provided administrative support, answered telephone and customer questions, assisted with online photo submissions, and produced passport photos.

Volunteer Experience

Wisconsin Film Festival

Volunteer

April 2024

- Set-up tables, answered customers' questions, handed out programs and ballots, facilitated the lines and collected film voting ballots.