

Kathleen Boylan

New York, New York

<https://www.linkedin.com/in/kathleen-boylan-ny/>

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COMPUTER SKILLS: Windows, Mac OS, MS Office Suite, Google Suite, Pages, Numbers, Excel, Word, PowerPoint, Looker Studio, Slack, Zoom, MS Teams, Tableau, SQL, Jupyter Notebooks, Connections, SPSS

EDUCATION: BA, *summa cum laude*, CUNY, John Jay College of Criminal Justice

CERTIFICATIONS: Google Project Management, Data Analysis, CPR and First Aid, American Red Cross, Participating member of Women in Manufacturing (WiM)

RELATED AND RECENT EXPERIENCE:

Amazon

Bronx, NY

Amazon Fresh UNY2 Associate

January 2024 to Present

Delivery Station Associate DNY9

November 2023 to January 2024

Sort Center Operations Associate EWR8

September 2021 to Present

Learned and trained at various tasks within EWR8 sort center, mastering the following roles:

Container Unloader, Dumper Operator, Scanner, Auditor, CPT Chaser, Problem Solver, Water Spider, Stager and Gatekeeper.

Correlation One

Remote

February 2023 to May 2023

- Selected to participate in a 17-week data analytics fellowship with learning facilitated through real-world data analytics business cases.
- Collaborated within a team of six to complete 4 projects assessing the customer data of a store selling merchandise along with the sales data. Assessed and evaluated the sales data of Hybrid and Alternate Fuel Vehicles in the United States within a period of 20 years.
- Built data pipelines using pivot tables, graphs, and dashboards to depict results using Excel & Tableau.

NYC Board of Elections

New York, NY

Election Worker

2021 through Present

- Performed variety of tasks in a team to ensure the integrity and efficiency of the electoral process. Greeted over 200 voters and verified voter eligibility and issued ballots. Set up and took down polling stations, monitored voting machines and equipment, counted and records votes in the mandated manner proscribed by NY laws.

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Page 2 of 2

Administration for Children's Services

Child Protective Specialist

Bronx, NY

February 2020 to September 2021

- Investigated multiple cases of child abuse and neglect, managing a caseload of 15 families, while assisting other team members with their caseloads.
- Interviewed clients and collaborating witnesses as well as medical professionals, educators and service providers to determine services to offer families.
- Researched and maintained documentation regarding client families, prepared written court filings, reports and testified in court (via Zoom) at least once per week.
- Supervised visits of parents with their child(ren) and made recommendations regarding family dynamics and stressors.

Greystone Park Psychiatric Hospital

Executive Assistant to Chief Operating Officer

Morris Plains, NJ

September 2019 to February 2020

- Provided administrative support to the Chief Operating Officer (COO) as temp to perm.
- Organized and managed attendance records, vacation schedules and timesheets for five direct reports, and over 50 employees under the supervision of the COO.
- Created agendas, took minutes and distributed post meeting materials to all attendees. Performed walkthroughs of all the patient areas with the COO to make sure rooms and furniture were up to specific code for the patients of Greystone, documented those in need of improvement.
- Collaborated with medical doctors and staff to update and gather materials necessary to maintain status with the Joint Commission.

Brinkman Architecture, LLP

Assistant to President

Montclair, NJ

2014 to 2019 (part-time)

- Created contract proposals and SOW to clients and related invoices.
- Assisted with on-site measurements, acquired sample products for client homes.
- Researched flood maps and building codes as directed.

Wachtel & Masyr, LLP

Legal Secretary to Partners

New York, NY

1996 to 1999

- Supported attorneys in a variety of legal matters, including litigation and transactional work.
- Managed calendars, scheduled appointments and arranged meetings.
- Drafted legal documents, including pleadings, motions, and discovery requests.
- Prepared and filed court documents.
- Maintained and organized legal files and databases.
- Assisted with billing and timekeeping, preparing over 100 bills per month.