|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | | --- | --- | |  | Las Vegas, NV 89144 | |  | 702-688-1222 | |  | trinaboice@gmail.com | |  | https://www.linkedin.com/in/author-trina-boice/ | |  |  |       Summary  Accomplished university professor and faculty trainer. Subject Matter Expert and curriculum creator.  Strong communicator with natural leadership talent and high energy. Impactful and successful manager talented in building teams and motivating personnel and students to new levels of performance.      Skills   * Customer Relationship Building * Spanish speaking * Vendor Relationship Management * Business Administration * Account Management * Conflict resolution techniques * Microsoft Office * Team Training * Emergency Response * Event Scheduling * Group facilitation * Team Development * Operations Management * Media Relations * Motivational Techniques * Safety awareness * Verbal and written communication * Group leadership * Task Delegation * Leadership * Project Management * Website optimization * Content Management Systems * Community Engagement * Business Growth * Staff Management * Sales and marketing strategy * Staff Training * Database Management * Brand Promotion * Social Media Management * Copywriting * Training & Development * Networking * Human Resources Management * Program Management * International business * Organizational Development * Corporate Communications * Program Leadership * Strategic management * Community Relations * Writing, editing, and proofreading, copywriting * Public Speaking * Public relations * Workshop Facilitation * Cultural Sensitivity * Department collaboration * Instructional design * Mentoring & Coaching * Culture * Learning & development * Higher Education |  | DR. TRINA BOICE          Faculty in Education and Leadership      Experience  Full-time Lead Faculty Arizona College of Nursing   * Trained faculty; taught online courses: English & Politics; Subject Matter Expert; Student Success Coach; Committee Chairman; Graduation Emcee   Lead Faculty Brigham Young University Idaho   * Trained faculty; taught online courses: English, Life Skills, Math, Communications; Developed Curriculum   Adjunct Faculty Le Cordon Bleu Las Vegas | Las Vegas, Nevada   * Trained faculty, taught on-campus courses, designed curriculum, Subject Matter Expert; Taught classes on campus: English, Communications, Nutrition, Psychology, Food History, US Politics   Spanish Teacher The Grauer School | Encinitas, CA   * Teach classes, design curriculum, Subject Matter Expert, serve as student counselor, ESL/TEOFL exam prep   National Marketing Director Multipure Corporation | Las Vegas, NV   * Managed marketing team, administration, executive leadership; Designed collateral and marketing strategies; Product development; Trained Customer Service team and distributors; Budget management   President & Founder From Book 2 Business | Las Vegas, NV   * Author Coach; Client relations; Project Management       Education and Training  June 2020  Doctor of Management & Higher Education Leadership  Colorado Technical University, Denver, CO  January 2000  M.S. in Health Administration  Independence University, SLC, UT  January 2000  M.S. in Community Wellness Promotion  Independence University, SLC, UT  April 1985  B.A. International Relations/A.A. Religion  Brigham Young University, Provo, UT  April 1985  B.A. Spanish/A.A. Communications  Brigham Young University, Provo, UT      Expertise Summary  Marketing Director           University Professor         Author & Copywriter  Executive Leadership      Community Manager        Conference Speaker  Entrepreneurship             Business Development     Coach & Trainer      Languages   |  |  |  | | --- | --- | --- | | **English:**    Native/ Bilingual |  | **Spanish:**    Native/ Bilingual | | **French:**    Elementary |  | **German:**    Elementary | | **Mandarin:**    Elementary |       Accomplishments   * 2019 Advantage Award Colorado Technical University * 2018 Foundation for Amateur Radio Women in Ham Radio Award * Bernard M Baruch Award from the American Congress of Rehabilitative Medicine * Godsend Award from Boy Scouts of America * 2004 California Young Mother of the Year, American Mothers Inc. * 2004 Points of Light Volunteer Award Presidential Lifetime Volunteer Service Award * Communications Student of the Year Brigham Young University * Student of the Year National Exchange Society * Best Speaker Kiwanis National Service Club       Activities and Honors   * Author of 31 nonfiction books * Black Belt Tae Kwon Do, Hae San Martial Arts Academy * National College Forensics Champion Brigham Young University * Amazon Bestselling Author in USA and UK * Legislative Assistant for US Congressman |  |

.