

Nyanda Maille

Student

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I am interested in learning about the law. I have a background in administrative work.

Skills Include: Fluency in English, Some Spanish; Office Administration, Experience in Leadership, Office 365, Customer Service.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Package Handler

FedEx Ground - Middletown, CT
May 2023 to Present

This position entails that I assist in unloading packages and deliveries. This is a team oriented position and is part-time. This is currently a new position. As an introductory position I have learned the basics of FedEx ground work such as the way packages are stored, unloaded, monitored and delivered.

Sales Associate

Goodwill Industries - Middletown, CT
September 2019 to April 2022

As Sales associate at Goodwill of Southern New England I have the opportunity to fine tune my customer services skills via interactions that hone fluent communication, organizational and time management skills. Working with this unique industry also allows me to learn more about what it takes to be a true servant of the people-as Goodwill makes no qualms supporting unique organizations that seek to provide independence and promote Democratic values such as the right to work, everyone. Through Fashion, it is an honor.

- Answered product and service related questions

Assistant Office Administrator

Equal Health Care LLC - Wallingford, CT
August 2016 to January 2018

At this primary care office, my duties included answering phone calls, making appointments, and assisting patients in the waiting room, pre-examination. As administrator, I was also in charge of updating patient demographics and maintaining organization of weekly schedules & patient health data. I also had the duty of functioning as Office Liaison to an Independent Practice Association for which I compiled information & educated patients of the requirements & outcomes of quality health.

Education

Certification in Paralegal Studies

University of Hartford - Hartford, CT

January 2023 to Present

Bachelor of Liberal Arts & Sciences in Africana Studies

University of Connecticut - Storrs, CT

August 2022 to Present

Skills

- Front Office
- Bookkeeping
- Office 365
- Autism Experience
- Office Management
- Applied Behavior Analysis
- Data Collection
- Experience with Children
- Behavioral Therapy
- Behavior Management
- Behavioral Health
- Time management
- Leadership
- Spanish
- Analysis skills
- Curriculum Development
- Classroom Management
- Organizational skills

Languages

- Spanish - Intermediate

Certifications and Licenses

Driver's License

Paralegal Certificate

January 2023 to January 2024

This certification program serves as an introductory program to legal studies. It will qualify me to work as a paralegal at a Law Firm.

Additional Information

Additional Experience:

Cosmetics Sales Associate LUSH Cosmetics December -March 2015

GlobalGirlMedia Intern/ July 2013-July 2015

Youth Services Bureau Student Leader of the Year- 2011