

KAYLA KERKOS

sun.kerkos@gmail.com | (725) 220 - 9146 | www.linkedin.com/in/kerkos

EDUCATION

University of Nevada Reno

Business Administration - Accounting & Finance

Unweighted GPA: 3.7

Expected Graduation: May 2029

Advanced Technologies Academy

Business Management and Marketing

Unweighted GPA: 3.5

Graduated: May 2025

FINANCE-RELATED EXPERIENCE

2024 Summer Business Institute — Finance & Operations Intern

Clark County Parks & Recreation

June 2024 – July 2024

- Assisted with budget tracking, cost estimates, and financial planning for community events.
- Maintained participant records and ensured accuracy in daily operational data.
- Supported budget allocation and expense logging for a community BBQ event.
- Managed logistics for 40+ daily participants with strong organizational and analytical skills.

ATECH Eats Student Store — Finance & Sales Assistant

August 2024 – May 2025

- Conducted daily cash reconciliation, drawer balancing, and POS reporting.
- Performed inventory tracking and identified products with strong sales performance.
- Adjusted sales strategy to adapt to district regulation changes using problem-solving and analysis.
- Created advertising material using Canva to increase sales visibility.

ADDITIONAL EXPERIENCE

Arby's — Team Member

September 2025 – November 2025

- Accurately processed payments and maintained POS and cash-handling precision.
- Improved communication skills as the first point of contact for customers.
- Performed smoothly under pressure in a fast-paced environment demanding accuracy.

LEADERSHIP EXPERIENCE

Camp Kesem — Development Co-Coordinator

September 2025 – Present

- Contributed to financial planning for annual fundraising goals.
- Authored grant applications resulting in over \$5,000 raised by November 2025.
- Monitored fundraising progress using donor and revenue tracking.
- Coordinated communication between donors, families, and volunteers.