

**KAYLA KERKOS**  
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**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.