

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

Experience

Arby's Team Member

September 2025 - November 2025

- General team member stationed at drive thru, effectively and efficiently handling financial transactions with retail math
- First point of contact for customers as a front line team member, responsible for managing customer relations
- Thrives under fast paced environment where multitasking and accuracy is required when taking orders while simultaneously cashing customers out

2024 Summer Business Institute

June 2024 - July 2024

- Employed under Clark County in Parks and Recreations during day camp at the front desk, promoting classes/activities and assisting in registering children.
- Acted as a camp counselor for over 40+ campers in a given day, resolving conflicts among campers and coordinating activities.
- Budgeted a local BBQ event for Helen Meyer Parks and Recreations Center

ATECH Eats Student Store

August 2024 - May 2025

- Utilized product knowledge and problem solving to increase sales to generate funds for school clubs despite new district regulations on products
- Advertised personally and indirectly to customers through word of mouth and canva expertise
- Proficiency with square and maintaining a change bank, strong ability with retail math

Extracurriculars

Camp KESEM

September 2025 - Present

Development Co-coordinator

- Collaborating with two other co-coordinators to solicit donations and grants to reach Kesem's fundraising goal to hold a free summer camp for children who have been affected by a parent's cancer diagnosis.
- Crafting grant applications employing persuasive and clear business communication that have raised upwards of \$5,000 as of November 2025

Technical Skills

- Proficiency with Microsoft applications such as Excel and Word
- HR Block's Income Tax Preparation Course, Level 1 tax preparer