KAYLA KERKOS

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Education

University of Nevada Reno   **Expected Graduation: May 2029**
Business Administration - Accounting & Finance
Unweighted GPA: 3.7

Advanced Technologies Academy   **Graduated: May 2025**
Business Management and Marketing
Unweighted GPA: 3.5

RELEVANT EXPERIENCE

HR Block — Income Tax Preparer (Certified)
Level 1 Tax Preparer Certification
- Completed instruction in federal tax law, filing requirements, credits, deductions, and IRS compliance.
- Practiced preparing Form 1040 and supporting schedules using tax preparation software.
- Strengthened analytical and detail-oriented skills through evaluation of sample client documents.

PROFESSIONAL EXPERIENCE

Arby's — Team Member
September 2025 – November 2025
- Accurately processed financial transactions and maintained strict cash-handling accuracy.
- Served as the initial point of contact for customers, demonstrating strong communication skills.
- Effectively multitasked in a fast-paced environment requiring precision and attention to detail.

ATECH Eats Student Store — Team Member
August 2024 – May 2025
- Managed daily transactions, balanced cash drawers, and maintained a change bank with high accuracy.
- Applied product knowledge and problem-solving skills to adapt to evolving district regulations.
- Utilized Canva and word-of-mouth strategies to advertise products and increase sales.

Clark County Parks & Recreation — Summer Business Institute Intern
June 2024 – July 2024
- Supported administrative tasks including registration, data tracking, and activity scheduling.
- Assisted with budgeting and event planning for community programs.
- Facilitated activities for 40+ campers, building organizational and interpersonal skills.

TECHNICAL SKILLS
- **Tax Preparation:** HR Block Level 1 (1040 basics, credits, deductions, compliance)
- **Software:** Microsoft Excel, Word, Canva, Square POS
- **Financial Skills:** Cash handling, reconciliation, budgeting, data accuracy