

Axel Wizard

Kansas City, MO • lop123@umkc.edu • 816.555.1234

EDUCATION

University of Missouri-Kansas City

Henry W. Bloch School of Management

Bachelor of Business Administration, Emphasis in Analytics and Business Intelligence

Kansas City, MO

May 2025

Business Project: Analysis-Spreadsheet Modeling & Decision-Making Project (Business Analysis)

- Used Microsoft Excel formulas to analyze complex problems from functional areas of management, including marketing, operations, and human resources
- Used Advanced Excel Options—Solver for optimal choice

PROFESSIONAL EXPERIENCE

Henry Schein

Sales Analyst Intern

Kansas City, MO

June 2023 – Present

- Collaborate with Sales Analyst in daily activities in auditing, reporting of sales engineer's performance for industrial segment, geographic sales achievement, and Quarterly Bonus Plan Calculation using MS Excel
- Create sales ROI dashboards including key statistics and trending analysis by using pivot tables, Index (formula), and prepare PowerPoint presentations for sales managers and senior managers
- Assist customer maintenance with Online Shop registration and SAP customer master maintenance

ADDITIONAL EXPERIENCE

University Tutoring Center (UTC) – University of Missouri-Kansas City (UMKC)

Front Desk Student Worker

Kansas City, MO

September 2022 – Present

- Coordinate 50-75 weekly drop-in and scheduled appointments for five UTC coaches
- Promote office services at UTC events and market activities to student population on social media (Snapchat, Instagram and Twitter)
- Manage communication with students, faculty and staff via phone and email, guaranteeing that all inquiries receive a response within 24-hours

Overland Park Aquatic Park

American Red Cross Head Lifeguard (Management Team)

Overland Park, KS

Summer 2022

- Earned promotion to management team based on performance as staff lifeguard and swim instructor
- Communicated with patrons, coworkers and management to ensure operations were running smoothly
- Monitored 400-600 patrons per day during peak season ensuring that safety guidelines were being followed and that all had a fun and safe experience
- Trained new employees yearly by offering job-shadowing and mentorship
- Maintained positive and flexible attitude in alignment with recreational culture of organization
- Performed annual comprehensive job assessments for 50+ seasonal staff members

Swim Instructor

Summers 2019 – 2021

- Taught and coached swimming skills to children, ages 4-14, focusing on each child's experience through positivity, anticipation of their needs, and adaptation to their individual learning styles
- Developed and executed weekly lesson plans to ensure each child enhanced their swimming skills

HIGHLIGHTED SKILLS

Technical: SQL, Microsoft Office, R Studio, Tableau, Python

CERTIFICATIONS

Python for Everybody, through University of Michigan on Coursera

May 2023

- Introduced to fundamental programming interfaces and databases, using the Python programming language
- Capstone Project: Use the technologies learned throughout the training to design and create an application for data retrieval, processing, and visualization

Selma Product

Kansas City, MO
mam123@umkc.edu
816.555.1234

EDUCATION

University of Missouri-Kansas City
Henry W. Bloch School of Management

Bachelor of Business Administration, Emphasis in Entrepreneurship

Kansas City, MO

GPA: 3.8

May 2025

PROFESSIONAL EXPERIENCE

Bloch Consulting Lab, Bloch School of Management

Student Consultant

Kansas City, MO

August 2024 – Present

- Provide support to entrepreneurs and non-profit organizations in the Kansas City region by working as part of a consulting team under faculty supervision
- Upon being assigned to a client organization, work with the faculty supervisor and the client organization to determine the scope of work, including client objectives, deliverables, and project timelines
- Further develop and utilize skills in accounting and financial management, marketing, business analytics, and entrepreneurship and management
- Supported consulting team in business plan development, industry and market research, financial projections, implementation of accounting and financial systems, marketing research and marketing plan development, and organizational and governance challenges

Missouri SBDC at University of Missouri Kansas City

Office Assistant

Kansas City, MO

September 2023 – August 2024

- Shadowed and actively participated in consultations with local small businesses to understand their unique challenges and provide strategic recommendations
- Managed and analyzed data in Excel to monitor and evaluate business interactions, identifying key needs and emerging trends to inform decision-making
- Created PowerPoint presentation demonstrating utilization of services and attended Chamber of Commerce events promoting the Small Business Development

Country Club Bank

Teller

Kansas City, MO

May 2021 – August 2023

- Fiscally responsible for accurately and efficiently processing and recording routine transactions
- Promoted and recommended various banking products and services
- Answered basic checking and savings questions with professional and friendly demeanor

INVOLVEMENT

UMKC Future Business Leaders of America (FBLA)

Member

August 2024 – Present

- Participate in professional development workshops, business competitions, enhancing leadership, communication, and financial analysis skills
- Aided in the creation of the first UMKC FBLA newsletter, leading to 5 engagement webinars

CERTIFICATIONS

Google Project Management, through Coursera

May 2024

- Completed a 6-course series gaining an immersive understanding of the practices and skills needed to succeed in an entry-level project management role based on the foundations of Agile project management
- Able to create effective project documentation and artifacts throughout the various phases of a project, including Scrum events, building Scrum artifacts, and understanding Scrum roles

Riskie Bett

Kansas City, MO • mam123@umkc.edu • 816.555.1234

EDUCATION

University of Missouri-Kansas City
Henry W. Bloch School of Management
Bachelor of Business Administration in Finance

Kansas City, MO
GPA: 3.8
May 2025

WORK EXPERIENCE

Raymond James

Fixed Income Capital Markets Intern

Memphis, TN
June 2024 – August 2024

- Researched short-term trends and provided administrative support for head corporate trader
- Created research reports for municipal and corporate research analysts using EMMA and Moody's data
- Synthesized investment portfolio overview in Excel from multiple reports highlighting performance by security type and maturity, risk levels in portfolio, and depicting cash flow – new report generation required 90% less time to create
- Detailed risk levels in traders' portfolios in Bloomberg and made recommendations based on aging policies and duration hedging by maturity bucket
- Completed rotations in Sales, Trading, Public Finance, and Research

Country Club Bank

Financial Analyst Intern

Kansas City, MO
June 2023 – August 2023

- Updated financial models for prepaid card partners, reported changes profitability levels and underlying causes
- Maintained weekly file documenting overall deposit volume and deposit volume by partner—used VLOOKUP formulas, macros and pivot tables in process. Report used to generate deposit forecasts and determine future capital requirements
- Analyzed monthly divisional financial statements to investigate causes of substantial variances month-over-month relative to budget to increase accuracy in forecasting

INVOLVEMENT

Financial Management Association (FMA) – University of Missouri-Kansas City Chapter

President, VP Finance, Events Coordinator

September 2022 – Present

- Organize and implement organization's first scholarship fund drive, generating \$20,000 for future scholarships for undergraduate students majoring in finance
- Promote academic excellence through scholarship program featuring goal setting, periodic check-ins with program advisors, and study tables
- Schedule professionals from Kansas City finance community to speak at weekly meeting on topics ranging from personal finance management to investment banking

CFA Institute Research Challenge

September 2023 – September 2024

- Performed comprehensive valuation analyses including discounted cash flow and comparable company analyses
- Utilized Bloomberg and FactSet to perform in-depth company and industry research and analysis necessary to craft an initiating coverage report
- Collaborated with five-member team to present report and recommendation with PowerPoint presentation to board of local industry professionals with top team advancing to regional level

Volunteer Tax Assistance Program

November 2021 – May 2022

Certified Advanced: Site Coordinator – General Operations, Quality Reviewer

- Identified recurring errors and provided instruction for accurate preparation as dedicated technical expert
- Reviewed work of four tax preparers on regular basis to ensure accuracy and compliance as Quality Reviewer

Bea Well

pat123@umkc.edu | 816.555.1234 | Overland Park, KS

EDUCATION

University of Missouri-Kansas City

Henry W. Bloch School of Management

Bachelor of Business Administration, Emphasis in Health Administration

Kansas City, MO

GPA: 3.6

May 2026

Related Courses:

Anatomy, Physiology, Pathology, Medical Terminology, Health Policy in the United States, Financial Management Issues of Health and Human Services Organizations, Health and Social Equity, Leadership and Management in Health Care Organizations, The Economics of Health and Medicine

EXPERIENCE

Nursing Home Community, LLC

Certified Nursing Assistant

Kansas City, MO

May 2024 – Present

- Collaborate with 5 nursing staff members to develop and implement personalized care plans for residents
- Monitor and recorded 15 patient vital signs such as blood pressure, pulse, and temperature, reporting any abnormalities to nursing staff
- Provide emotional support and companionship to 15 residents, promoting a positive and caring environment
- Ensure proper hygiene and cleanliness of residents' rooms and common areas
- Aid with mobility and transfer of 10 residents using appropriate equipment to prevent falls and injuries
- Assisted all residents with daily living activities, including bathing, dressing, and feeding, ensuring comfort and dignity

HCA Healthcare

Certified Patient Care Technician

Overland Park, KS

September 2022 – May 2024

- Provided direct patient care to over 20 patients daily, ensuring comfort and safety by assisting with mobility, feeding, and hygiene, resulting in a 95% patient satisfaction rating
- Monitored and recorded vital signs for 50+ patients weekly, ensuring accurate documentation and reducing medication errors by 10%
- Assisted nursing staff in executing patient care plans, including administering treatments and performing EKGs and phlebotomy, contributing to a 20% reduction in patient wait times for procedures
- Implemented infection control measures in compliance with hospital standards, resulting in a 25% decrease in hospital-acquired infections

LEADERSHIP

Healthcare Businesswomen's Association

Communication Officer

Kansas City, MO

October 2023 – May 2024

- Managed tight deadlines to deliver communication campaigns on time, driving a 30% increase in social media engagement and a 20% rise in event attendance
- Crafted and implemented communication strategies, increasing social media followership by 30% and event attendance by 20% within the first year

Healthcare Policy Interest Group

Treasurer

Kansas City, MO

August 2022 – May 2023

- Managed budgeting and financial reporting, boosting available funds for policy initiatives by 15%
- Prepared and presented monthly financial reports, ensuring transparency and contributing to a 25% increase in committee engagement

CERTIFICATION

Certified Nursing Assistant

December 2023

Certified Patient Care Technician

June 2022

Ben E. Fit

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EDUCATION

University of Missouri-Kansas City
Henry W. Bloch School of Management
Bachelor of Business Administration

Kansas City, MO
GPA: 3.6
May 2026

- *Emphasis in Human Resources Management and Leadership*

CERTIFICATION

Human Resource Management: HR for People Managers, through Coursera

December 2024

- Completed an 8-course series gaining comprehensive knowledge of HR principles, policies, and practices, including talent acquisition, performance management, and employee rewards
- Developed a multi-step action plan to address performance evaluation, selection, and reward challenges in a real-world workplace as part of capstone project

MILITARY EXPERIENCE

United States Air Force

Various Locations

Logistics Supervisor

February 2020 – April 2024

- Directed 8-member team to develop most efficient routing system for \$47 million in supplies/equipment
- Monitored all transportation operations, including quality controls, to ensure transportation services met contract obligations, as well as local and national government regulatory requirements
- Oversaw dispatching, routing, tracking and shipping activities to ensure safe, prompt, and accurate delivery of transportation equipment – achieve 99.5% delivery rate on all assignments with no materials/assets loss
- Identified and corrected efficiency bottlenecks, saving \$1.2 million and resulted in faster, more accurate supply shipments
- Trained staff on new tracking procedures and communicated operation needs to senior management

Logistics Coordinator

June 2016 – February 2020

- Collaborated with and supported Logistics Manager in overseeing \$25+million in equipment and supplies shipped worldwide to support wide range of projects
- Assured proper authorization on all shipments; oversaw tracking cross-border transportation activities
- Optimized flow of supplies by developing and operating automated systems
- Led smaller teams in developing effective stocking and inventory management systems to minimize loss and maximize performance

Logistics Support

June 2014 – June 2016

- Coordinated with staff regarding relocation and transportation arrangements
- Prepared documentation and coordinated transport of resources and materials
- Marked and labeled freight; documented, verified, and inventoried cargo; prepared and submitted reports
- Maintained accurate records and managed office correspondence

INVOLVEMENT

UMKC Bloch School - Launchpad Program

Kansas City, MO

Launchpad Scholar

August 2024 – Present

- Participate in programming focused on career exploration, planning, and skill building through experience-based learning opportunities

Ronald McDonald House Charities

Kansas City, MO

Volunteer

June 2024 – Present

- Provide support and companionship to young patients and their guardians
- Clean rooms and common areas of facility and perform maintenance outdoors to create a welcoming environment for guests

Mark Etter

Kansas City, MO • lop123@umkc.edu • 816.555.1234

EDUCATION

University of Missouri-Kansas City

Henry W. Bloch School of Management

Bachelor of Business Administration, Emphasis in Marketing

Kansas City, MO

May 2027

RELEVANT EXPERIENCE

A Missouri Without Poverty

Graphic Design Intern

Kansas City, MO

June 2024 – August 2024

- Communicated and collaborated with Executive Director and Staff members to design effective methods to engage greater Kansas City are to donate and volunteer
- Designed new visuals for shirts and stickers for gift bundle campaign to increase charitable contributions
- Developed new social media strategies to effectively promote volunteer efforts and overall organization

Marketing Leadership Association – University of Missouri-Kansas City (UMKC) Fall 2023- Spring 2024

Marketing Coordinator

- Created brand guidelines and kit for organization, including designing logo, building brand cohesion within organization
- Identified target audience to market professional development workshops, speaker series, and social events
- Designed engaging flyers, signs, and promotional materials for print and digital uses, utilizing social media and word of mouth marketing

EXPERIENCE

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- Maintained positive and flexible attitude in alignment with recreational culture of organization
- Performed annual comprehensive job assessments for 50+ seasonal staff members

Swim Instructor

Summer 2021 – 2022

- Taught and coached swimming skills to 30 children weekly, ages 4-14, focusing on each individual to provide exceptional lessons
- Developed and executed weekly comprehensive lesson plans to ensure each child enhanced their swimming skills while having a fun experience
- Provided exceptional learning environment to students through positivity, anticipation of their needs, and adaptation to their individual learning styles

Phil Good

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EDUCATION

University of Missouri-Kansas City

Henry W. Bloch School of Management

Bachelor of Business Administration in Nonprofit Management

Kansas City, MO

GPA: 3.8

May 2025

WORK EXPERIENCE

Midwest Center for Nonprofit Management

Research Assistant

Kansas City, MO

May 2024 – Present

- Conduct assessments of nonprofit organizations to evaluate current capacity and identify areas for future growth, making recommendations through strategic fit analyses
- Collaborate with nonprofit organizations to develop customized strategic plans that aligned with their mission, goals, values, resulting in improved operational effectiveness and increased impact
- Maintain up-to-date knowledge of relevant industry trends and research methodologies

Edward Smith Urban Leadership

Intern

Kansas City, MO

June 2023 – August 2023

- Assisted in the planning and execution of community outreach programs, increasing engagement and impact
- Conducted research and analysis to support program development and strategic initiatives
- Engaged in mentorship opportunities, receiving guidance from experienced leaders, building connections within the Kansas City Metro area

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Volunteer

Kansas City, MO

June 2023 – Present

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SKILLS

- Mailchimp
- Microsoft Project
- Excel

Megan Millions

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EDUCATION

University of Missouri-Kansas City

Henry W. Bloch School of Management

Bachelor of Business Administration in Real Estate

Kansas City, MO

GPA: 3.8

May 2025

Related Courses: *Real Estate principles, Financial Markets and Institutions, Principles of Real Estate Property Management, Personal Selling, Credit Analysis, Project Management*

WORK EXPERIENCE

KeyBank National Association

Real Estate Capital Intern

Overland Park, KS

June 2024 – August 2024

- Conducted thorough research on economic conditions and market trends to inform lending strategies and investment decisions
- Assisted the Community Development Lending Initiative (CDLI) team in securing debt and equity capital for affordable housing projects, positively impacting low- and moderate- income neighborhoods
- Completed a Capstone Project that applied internship learning to real-world challenges within the Real Estate Capital team, demonstrating analytical and problem-solving skills
- Supported the Agency Loan Servicing team in managing all aspects of loan closure and servicing, ensuring compliance and timely payoffs processes

Country Club Bank

Financial Analyst Intern

Kansas City, MO

May 2023 – August 2023

- Updated financial models for prepaid card partners, reported changes profitability levels and underlying causes
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Women In Business, Henry W. Bloch School of Management (UMKC)

Vice President – Capacity Building

September 2023 – Present

- Plan and lead workshops and events to help students build skills for career advancement and professional development
- Lead Real Estate panel with women focused on commercial real estate investments, providing members comprehensive and real-world examples of commercial real estate

Justin Time

Kansas City, MO • mam123@umkc.edu • 816.555.1234

EDUCATION

University of Missouri-Kansas City

Henry W. Bloch School of Management

Bachelor of Business Administration, Emphasis in Supply Chain Management

Kansas City, MO

GPA: 3.9

December 2025

Smith College

Studied Business Administration and competed in Athletics

Northampton, MA

August 2023 – July 2024

WORK EXPERIENCE

Massport

Senior Inventory Clerk Intern

Boston, MA

Summer 2024

- Worked in cross-functional team to manage day-to-day operations of stock room
- Received purchase orders on the MP2 Inventory System and Peoplesoft Accounting Software
- Acted as liaison between Central Stockroom and outside vendors
- Developed strong customer service and problem-solving skills
- Gained knowledge of international port operations and working in union shop

The Gap

Warehouse Intern

Fresno, CA

Summer 2023

- Collaborated with a cross-functional team to oversee and streamline daily stockroom operations, ensuring smooth workflow and efficiency
- Managed and processed purchase orders accurately using MP2 Inventory System and Peoplesoft Accounting Software, maintaining up-to-date records and supporting financial accountability
- Served as the main point of contact between the Central Stockroom and external vendors, facilitating effective communication and timely order fulfillment
- Developed strong customer service and problem-solving skills while gaining comprehensive knowledge of international port operations and the dynamics of working within a unionized shop environment

D1 INTERCOLLEGIATE ATHLETICS

Women's Varsity Soccer, University of Missouri-Kansas City

Team Captain, Forward

Kansas City, MO

August 2024 – Present

- Commit 40+ hours/week in season to competitions, travel, and teambuilding while maintaining a 3.8 GPA
- Motivate and unify 28 teammates to win 2 consecutive conference championships
- Schedule and facilitate bi-weekly team meetings to discuss training, expectations, and challenges
- Mediate coaches' and players' conflicts to reduce tensions, build morale, and enhance sense of camaraderie
- Coordinate 5 volunteer activities for local community resulting in 200+ volunteer hours, raising \$2,000+ for charitable activities

Smith College Soccer Team

Athlete

Northampton, MA

August 2023 – July 2024

- Acted as liaison with coaching staff on an on-going basis to enhance team cohesiveness
- Led tours of athletic facilities to prospective student-athletes and their families
- Learned and executed the policies and procedures governed by the NCAA

SKILLS

Certificate: Google Project Management, through Coursera

May 2024

Language: Conversational in German

Application: Microsoft Excel, Word, PowerPoint

Lou Pole

abc123@mail.umkc.edu | 816.555.1234 | linkedin.com/in/frank-enstein-M0nst3r

EDUCATION

University of Missouri-Kansas City

Kansas City, MO

Henry W. Bloch School of Management

GPA: 3.5

Bachelor of Science in Accounting

(CPA Eligible) May 2024

- Relevant Course Work: *Advanced Accounting; Fraud Auditing; Advanced Accounting Systems; Principles of Internal Auditing; Government/Non-For-Profit Accounting; Legal, Ethical & Regulatory Environment of Business*

Metropolitan Community College

Kansas City, MO

Associate of Arts in Accounting, 60 Credit Hours

May 2022

- Relevant Course Work: *Cost Management; Income Taxation; Financial Management*

EXPERIENCE

PwC

Kansas City, MO

Audit Intern

Summer 2023

- Conducted financial statement audits for a banking industry client managing over \$15 billion in assets, ensuring Compliance with GAAP and IFRS standards
- Prepared and organized comprehensive audit workpapers and supplementary documentation on-site, maintaining strict attention to detail
- Reported audit findings and key insights to management, contributing to strategic decision-making process
- Generated detailed financial reports utilized in the clients' annual report, delivering critical insights derived from comprehensive audit data

American Century Investments

Kansas City, MO

Personal Financial Solutions Intern

Summer 2022

- Collaborated with team members on engagement projects to then present to other management teams
- Executed outbound calls to financial institutions to check status on incoming assets
- Accomplished an audit on companies' resources (System/Index)
- Connected with management to better grasp companies diversified positions and network

ACCOUNTING LEADERSHIP PROGRAM PARTICIPATION

FORVIS MAZARS – Summer Leadership Program | Kansas City, MO

Summer 2023

RSM – Pathways Summer Leadership Program | Kansas City, MO

Summer 2023

RUBIN BROWN - GOAL Program | Kansas City, MO

Summer 2023

INVOLVEMENT

Beta Alpha Psi

Treasurer

August 2023 – Present

- Audited membership dues, receipts, and club transactions accurately
- Worked closely with President and Vice-President to budget for, organize, and track event spending
- Provided financial transaction updates and presented out at group meetings

SKILLS

- Conversational in Spanish
- Ultra-Tax
- Accounting CS
- Microsoft Office 365; Microsoft Excel
- QuickBooks

Lou Pole

abc123@mail.umkc.edu | 816.555.1234 | linkedin.com/in/frank-enstein-M0nst3r

EDUCATION

University of Missouri-Kansas City

Kansas City, MO

Henry W. Bloch School of Management

GPA: 3.5

Master in Accounting (intended degree for CPA eligibility)

May 2025

Bachelor of Science in Accounting

May 2024

- Relevant Course Work: *Advanced Accounting; Fraud Auditing; Advanced Accounting Systems; Principles of Internal Auditing; Government/Non-For-Profit Accounting; Legal, Ethical & Regulatory Environment of Business*

Metropolitan Community College

Kansas City, MO

Associate of Arts in Accounting, 60 Credit Hours

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