

KAYLIN LAMASTER

35604 400th St, Guilford, MO 64457
(660) 254-0930 | klamaster23@gmail.com

Profile

- Balance 20-hour work weeks while earning excellent grades as a full-time student.
- Utilize a variety of analytical techniques to solve problems.
- Possess a strong knowledge of computer fundamentals including Microsoft Office programs.
- Reliable and dependable when setting schedules and meeting deadlines.

Education

Bachelor of Science, Financial Computing

Northwest Missouri State University | Maryville, Missouri

December 2023

GPA: 3.86/4.0

- Financed education with academic scholarships and part-time work year-round

Work Experience

Grant Administrative Clerk | NWMSU Finance & Administration | Maryville, MO

Jan. 2022 – Present

- Prepare outgoing mail and, open and distribute incoming mail
- Collaborate in managing and organizing conference room schedule
- Effectively communicate with employees regarding purchasing cards
- File and review financial documents for grants and contracts

Billing/Collections Office Assistant | NWMSU Student Account Services | Maryville, MO

Mar. 2021 – Dec. 2021

- Resolved students and faculty/staff inquiries by answering the telephone, assisting walk in students, and responding to emails
- Initiated communication with students on account status and balances
- Clarified questions about billing, analyzed accounts, and discussed payment plans
- Contributed to the monthly process of organizing and mailing out bills

Cashiering Office Assistant | NWMSU Cashiering Office | Maryville, MO

May 2021 – Dec. 2021

- Operated cashiering window including receipting payments, answering billing questions, analyzing accounts, and balancing drawers
- Opened, logged, receipted, and balanced student mail payments
- Answered phone calls and either provided information, took detailed messages, or directed caller to appropriate personnel

Shift Leader | Taco John's | Maryville, MO

May 2020 – Nov. 2020

- Collected payments and ensured appropriate change was given
- Provided speedy and accurate service to customers
- Started as a crew member; quickly promoted to Shift Leader due to strong communication skills and a strong work ethic

Summer Worker | South Nodaway R-IV | Barnard, MO

Summer 2018, Summer 2019

- Cleaned classrooms and operated floor scrubber and carpet cleaning machine
- Worked with a team to complete necessary duties
- Sorted and organized various areas of the school

Activities & Honors

- President's Honor Roll
- Academic Excellence Scholarship
- Career Pathing Program
- Assistant Coach for Junior High School Softball