

Kate Lee's CV

Kate Lee

Accounting Major, 3.98 GPA

My LinkedIn

Currently

Pursuing an Accounting Major at BYU-Idaho

Skilled in

Drake Tax software, Structured Query Language, customer service, Microsoft Office (Word, Excel, PowerPoint), and Google Workspace (Docs, Sheets, Slides)

Education

September 2022 – now Brigham Young University - Idaho

Awards

September 2022 – Current Full Tuition Academic Grant, BYU-Idaho

Experience

January 2025 - April 2025 Tax Intern at Thrive CPA - Tax return computation, completed tax returns for individual clients and businesses - Information organization, organized and clarified data in easy-to-understand files - Bookkeeping, completed monthly recording and organizing of the financial transactions of a business

April 2024 - September 2024 Medical Office Intern at Cancer Care Northwest - Utilized Excel skills to create/format and build an organizational spreadsheet for medical data - Created and implemented a company system for others to more easily find and sort archived data - Digitized key information from archived paper documents for easier reference and location purposes

April 2023 - September 2023 Nutrition Intern at EatSmart Idaho - Provided nutrition education at schools and summer camps for grades K-12 - Prepared healthy food demonstrations
April 2023 - September 2023 Post Falls, Idaho - Arranged and taught nutrition and health lessons (Individual course lessons were typically 1-2 hours long)

June 2022 - September 2022 Barista at Starbucks - Customer service representative - Cashier and unique drink preparation - Certified in food safety and food sanitation techniques