

# Hayleigh Arnold

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## EDUCATION AND COURSEWORK

**Bachelor of Science in Accounting, Minor in Computer Science**, Cumulative GPA: 3.44  
University of Missouri Kansas-City, Kansas City, MO **Expected Fall 2024**

**Associate of Applied Science in Business Administration**, Cumulative GPA: 4.0  
Johnson County Community College, Overland Park, KS **May 2022**

## WORK EXPERIENCE

**Corporate Accounting Intern** **May 2023 to current**  
Northpoint Development, Kansas City, MO

- Extensive work in the billings process, generated charges, ensuring accurate financial records for analysis
- Processed corporate credit card transactions
- Created comprehensive leases, adhering to industry standards and legal requirements
- Learned and proficiently operated accounting software, demonstrating adaptability to new technologies

**Academic Achievement Center Front Desk Assistant** **August 2020 to May 2021**  
Johnson County Community College, Overland Park, KS

- Managed student arrivals/departures and allocated study rooms
- Provided tech and homework support, advising a diverse group of students effectively.

## LEADERSHIP AND ACHIEVEMENTS

**Member of Bloch Launchpad**

- Communicated with like-minded, driven business scholars to build life-long connections and remain current on real world business events
- Participated in several professional workshops to improve soft and technical skills

### Honors Program

- Collaborated with engineering scholars on the latest innovations, and how to improve the current tech environment
- Dean's List most semesters at the University of Missouri Kansas City

## SKILLS

- Experienced in Python and C++ programming
- Data Analytics and data structures skills
- Proficient in Microsoft Suite, Salesforce, Yardi Voyager, Tableau, Power BI
- Effective communication and collaboration

### Accounting/Administrative Coursework:

- Intermediate Accounting
- Cost Accounting
- Financial Management
- Managerial Accounting

### Computer Science Coursework:

- Data Analytics
- Problem Solving and Programming I & II (Python and C++)
- Data Structures (current)