

# Kyra Grodman

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## EDUCATION

**Lehigh University**, Bethlehem, PA

Expected Graduation: May 2023

*Bachelor of Science*, Double majors in Finance and Business Information Systems

Minor in Graphic Design

- Women in Business, Business Information Systems Club, Zeta Tau Alpha Fraternity

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## LEADERSHIP EXPERIENCE

**Zeta Tau Alpha Fraternity**, Lambda Zeta Chapter (Lehigh University)

**Academic Achievement Chair**

December 2021-December 2022

- Oversaw academics of 100+ members and to provide support as well as campus resources to increase academic excellence within the chapter.
- Collaborated with the other 11 Executive Committee members to run the chapter efficiently.

**Director of Sisterhood**

December 2020-December 2021

- Organized and lead bonding activities that strengthened my communication, leadership, and collaborative skills.

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## PROFESSIONAL EXPERIENCE

**FEC Financial Group LLC**, Remote (New York, NY)

**Financial Intern**

Summer 2022

- Assisted in research about credit card processing and marketing ideas. Helped organize emails and Excel spreadsheets.
- Attended weekly sales meetings in which marketing decisions were made and sales updates were shared team wide.

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## WORK EXPERIENCE

**Lehigh University**, Bethlehem, PA

**Work Study - Baseball Team**

Fall 2019-Spring 2020, September 2022-Present

- Assisted in Trackman operations. Attending scrimmages to flag pitch types and plays.
- Reviewed and sorted game pitching data into Excel files.
- Helped assistant coaches of the Lehigh University Baseball team by uploading recruitment data into Excel and organized hardcopy information into folders of recruits in the office.
- Reviewed video highlights of the current team for video organization.

**Camp Kennybrook**, Monticello York, NY

**General & Cooking Counselor**

Summer 2018/Summer 2019

- Led a bunk of girls 9 and 10 years old at a sleep away camp. This was a full day's coverage responsible for an entire summer. Attended all meals and activities and acted as support for whatever they needed. Led a bunk of girls 13 and 14 years old the following summer.
- Led cooking classes on my own to teach campers of all ages ranging from 7 to 16 years old cooking skills. Communicated with each camper to work together to follow recipes, clean and prep the kitchen. Organized and scheduled classes including materials. Placed orders for required materials through the main office.

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## PROJECT EXPERIENCE

Managing Information Systems Analysis & Design

- Semester long group project to create complete system design for a new company

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## SKILLS

Programs: Microsoft Word, Excel, PowerPoint, Access, Visio and Project. Adobe Illustrator, InDesign, and Photoshop. RStudio, Github, SQL and Java.