

KAILY FOX

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EDUCATION

University of Colorado Boulder – Leeds School of Business

May 2023

Bachelor of Science in Business Administration with a emphasis in Finance

Minor in CTD: Creative Technology and Design

Certificate in Global Business

Cumulative GPA: 3.1 / 4.0

Relevant Courses: Corporate Financial Reporting I, Investment and Portfolio Management, Corporate Finance, Derivative Securities, International Finance, Excel in Business, Meaning of Information Technology

EXPERIENCE

Core Power Yoga | Boulder, CO | Fall 2021-Present

Set Employee

- Ensured the yoga space was clean, safe, organized, and ready for practice

Addison Group | Chicago, IL | Summer 2022

Financial Planning and Analysis Intern

- Worked closely with the VP of finance to build year over year growth charts for each department while also gaining experience in Bullhorn and Planful to produce monthly financial slide decks, and utilizing Microsoft Powerpoint to create organization charts
- Performed an in depth market analysis on financial recruiting industry and presented management with detailed financial reports as well as an assessment of market competitors
- Gained experience in Spotlight Excel to create reports that intricately analyzed financial data

Maxine's Clothing and Accessories | Elmhurst, IL | Fall 2018-2022

Store Associate

- Assisted with transition and expansion as the store moved from pop-up to a full time space
- Collaborated with the owner to discuss pricing strategies and make buying decisions based on quality and styles
- Boosted marketing for the store by creating online and in-store promotions to expand customer awareness

Stray Hen | Elmhurst, IL | Summer 2018

Hostess

- Provided exceptional customer service through accommodation, clear communication, conflict resolution skills, and a friendly attitude to ensure the guest satisfaction and smooth operation of the restaurant
- Used management skills to organize incoming reservations and efficiently use time to assist the servers and bussers

Dance Evolution | Elmhurst, IL | 2017-2018

Front Desk Secretary

- Organized customer and employee information, class schedules, financial records, payment information in Microsoft Excel and the company's system
- Displayed high professionalism with customers, either in person or on the phone, by assisting them with payment issues, class registration or recommendations, or details on recitals or upcoming events

LEADERSHIP AND ACTIVITIES

Hephzibah House Children's Association | Oak Park, IL | September 2017 - Present

Big Sister

- Cultivated a relationship with a little sister living in the foster care by visiting weekly and bonding over fun activities
- Served as a strong and stable influence by building trust and instilling important values through leading by example
- Honored with the Heart Print Award for dedication and impactful work in the healing and development of the *little sister*
- Assist in planning and organizing the annual Christmas party to provide entertainment for twenty plus children to have a special memorable Christmas experience

The Carillon at Boulder Creek | Boulder, CO | 2019-2020

Volunteer

- Utilize social and interpersonal skills a provide company to the elderly through conversation, games, and activities

Paws Club | Oak Park, IL | 2014 - 2019

Volunteer

- Participate in fundraisers for local animal shelters and crafted toys and treats for donations

Fenwick Fashion Club | Oak Park, IL | 2014 - 2019

Founder and President

- Created a safe space to share love and opinions on fashion trends, personal style, and other fashion related topics through weekly meetings and organized events with local businesses
- Secured sponsorship from FIDM in Los Angeles to receive grants to fund the club as well as helpful resources to benefit the club

SKILLS AND INTERESTS

- **Technical:** Proficient at Excel, Word and PowerPoint, Python Programming, well versed in social media platforms
- **Certifications:** CFA Level I Candidate, SIE Candidate, Bloomberg Market Concepts
- **Interests:** Skiing, travel, fashion, and any food that includes Truffle!