

# KAITLYN MAYORAL

## OBJECTIVE

Driven university student set to graduate in June 2026 with a Bachelor of Business Economics and a minor in Finance. Passionate about integrating business and education, and eager to translate academic knowledge into practical business solutions. Proven leadership abilities developed through extensive extracurricular activities and hands-on experience in event coordination and data management.

## SKILLS AND ABILITIES

Microsoft Office Suite (Excel, Word, PowerPoint), Critical Thinking, Time Management, Organizational Skills, Problem Solving, Data Analysis and Financial Accounting.

## EXPERIENCE

**2022-2023**

### **Administrative Volunteer**

Learn4Life, Lancaster CA

Processed incoming mail including sorting correspondence into appropriate categories and distributing it promptly.

Assisted in the coordination of administrative tasks such as filling and photocopying documents.

Greeted guests and vendors to assist in navigating space.

Offered reception coverage to relieve staff during the break.

Stocked inventory and ordered office and kitchen supplies.

**2021-2022**

### **Administrative Volunteer**

Phoenix House, California, Sylmar, CA

Processed incoming mail including sorting correspondence into appropriate categories and distributing it promptly.

Assisted in the coordination of administrative tasks such as filling and photocopying documents.

Provided customer service support to clients by answering phone calls and addressing inquiries.

## EDUCATION

**Expected June 2026**

### **University of California, San Diego**

Bachelor of Science, Business Economics,

Minor in Finance

Completed rigorous curriculum in principles of accounting, product marketing, management, and economics.

## **COMMUNICATION**

Strong written and verbal communication skills, including the ability to provide constructive feedback and collaborate effectively with writers, editors, and other stakeholders.

## **LEADERSHIP**

Ability to manage multiple projects simultaneously and meet tight deadlines, while maintaining the highest standards of quality.

## **AFFILIATIONS**

Women in Business at UC San Diego

Nueva Herencia