

Kayla Bui

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Objective Statement: Upcoming Business Administration graduate eager to gain accounting experience and apply my skills as I work toward graduate school and CPA licensure.

EDUCATION

Texas A&M University, College Station, Texas
Bachelor of Science in Business Administration
Minor in Psychology

May 2026

GPR: 3.1|4.0

Major Coursework: Financial & Managerial Accounting, Business Info Systems, Business Statistics, Supply Chain Management, Business Law, Corporate Finance, Managing People in Organizations, Marketing, Strategic Management, Personnel Psychology, Personality Psychology, Cognitive Psychology, Media Psychology, Intro to Psychology

EXPERIENCE

Garza Accounting Professionals PLLC, Laredo Texas

Jun 2025 – Aug 2025

Accounting Intern

- Designed Excel automation tools using VBA macros and AI-assisted solutions (ChatGPT), streamlining accounting workflows and saving an estimated 100+ hours annually per user.
- Delivered macro training to 5+ staff members, creating step-by-step guides and reference materials for the Working Trial Balance, invoicing statements, and the construction project income statement.
- Collaborated with the 5+ team mates to adapt automation workflows for P&L, invoicing, and payroll processes, improving accuracy and efficiency.
- Initiated transition to a new IT provider with advanced macro expertise to ensure long-term process optimization.

Whataburger, College Station & Houston, Texas

July 2023 – Jan 2025

Team Member

- Provided fast, accurate service to over 100 customers per shift, ensuring efficiency and guest satisfaction.
- Resolved customer issues with empathy and professionalism, contributing to over 1,000 positive guest experiences monthly and increased return rates.
- Multitasked across 3+ stations during peak hours, supporting teammates in fast-paced, high-pressure environments.
- Trainer for a Day – Houston Location (June–July 2024): Trained and onboarded 5+ new team members, streamlining processes and reducing onboarding time by 25%. Shared productivity tips to improve time management during rush hours.

ACTIVITIES

The Big Event,
Texas A&M University

Mar 2023

- Participated in a team of 8 students executing community service projects, including landscaping and yard work, through clear communication and task delegation.
- Applied problem-solving skills by coordinating a team of 8 to remove old mulch, lay down a tarp, and replace materials using gardening tools, completing the project 30% faster than expected.

Asian Business Society,
Texas A&M University

Jan 2023 – Present

- Participated in 5+ workshops, facilitated resume reviews, and supported 5+ networking events.
- Supported fundraising efforts to expand programming opportunities for members.

HONORS

Regents Achievements Scholarship
President Achievements Scholarship

Aug 2022 – Present
Aug 2022 – Present

SKILLS: Microsoft Word, PowerPoint, Excel, Project Management, Technical Training, Advanced Excel (Formulas, Macros), VBA Macros Development, FP&A Software Research (DataRails and Syft Analytics), Workflow Automation,

