



KAITLYN KRYZANSKI

OBJECTIVE

I am eager to gain further experience in the world of software development and hope to learn more about what makes a business strong and successful. I believe technology is the future for all business development, and I hope to become influential part of that movement.

EXPERIENCE

Business Development Rep. | New Country Motors | November 2022-Present

Maintained business efficiency by sorting through data from various systems and keeping information up to date.

Consistently managed appointments, customer requests, and business-related inquiries.
Regularly surpassed daily goals by 20%

Golf outdoor staff | Philadelphia Country Club | April 2021-October 2022 (two summers)

Delegating various tasks amongst golf staff.

Assisting members by answering questions, creating a comfortable and friendly environment.
receiving/retrieving bags when necessary and answering phone calls.

Created a smooth-running environment by keeping track of and tending to various facilities.

Teller Intern | Needham Bank | September 2020-January 2021

Engaged with customers by answering queries and assisting customers with account related issues.

Carried out specialized tasks like foreign currency exchange, issuing of traveler's and cashier checks and money orders.

Established trust-based relationships with customers in order to better serve their needs.

Receptionist | Law Offices of Steven H. Cousins | July 2020-September 2020

Attended to the organization of files and appointments, as well as adjustments of personal court dates and client meetings.

Exceeded expectations by staying on top of multiple tasks, while improving on ways to follow through with them.

Carried out various errands for employer like bank deposits and mail deliveries etc.

EDUCATION

Brigham Young University

Pathway Connect Certificate April 2023

Courses in foundational skills such as leadership, self-reliance, effective teamwork, and learning strategies.

Certificate of Web and Computer Programming July 2023

Includes coding experience using Visual Studio, Python, and JavaScript as well as webpage development using HTML and CSS.

Associate of Applied Technology December 2023

Server-side development using PHP and .NET Node. Experience with database servers, Relational and NoSQL, in designing and building basic databases needed for dynamic web applications.

Bachelor of Applied Technology April 2024

ACKNOWLEDGEMENTS

Pathway Connect Certificate April 2023

Courses in foundational skills such as leadership, self-reliance, effective teamwork, and learning strategies.