**Kaylee Adams**

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**EXECUTIVE SUMMARY**

Current student at the University of Central Florida pursuing a Bachelor’s degree in Accounting with four years of customer service experience. Seeking an internship in accounting in order to expand current knowledge of the field.

**PROFESSIONAL EXPERIENCE**

**Chick-Fil-A** – Mount Dora, FL and Waterford Lakes, FL **April 2018 – Present**

*Customer Service Specialist*

* Manage order taking process by efficiently and effectively taking orders for guests and satisfying approximately 40-50 orders per hour
* Maintain customer satisfaction by going the extra mile to assist guests with any needs or concerns they have with their experience
* Excels in a fast-paced environment and is skilled in building relationships with guests to ensure repeat business

**SKILLS**

* Excel Certified
* Expanding ability to create and assess financial statements
* Knowledge of costing methods
* Knowledge of depreciation methods
* Knowledge of stock forms

**EDUCATION**

**University of Central Florida**, Orlando, FL **August 2020** **–** **December 2023**

*Bachelor of Science in Business Administration, Accounting*

Major GPA: 3.75

**VOLUNTEER EXPERIENCE**

**Service and Love Together (SALT) August 2020 – Present**

* Assist within the office to maintain an organized space
* Work with clients to provide a positive experience

**Wellness and Health Promotional Services (W&HPS)** **August – December 2021**

* Interacting with students in order to draw them in to W&HPS’ FreshU Market
* Providing information to students about W&HPS’ resources

**REFERENCES**

Jed Vaughn

Jason Vargas

Jeremy Delauter

Current Operator

Current Manager

Former Manager

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