

Kylie Donnell

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EXECUTIVE SUMMARY

Motivated finance student at the University of Central Florida with a minor in Professional Selling, gaining hands-on experience with the sales cycle through the Professional Selling Program. Skilled in customer service from my role as a TueGo Specialist at Ruby Tuesday's and gaining practical experience from my internship at Florida Housing Finance Corporation. Actively involved on campus with Alpha Xi Delta and Knightthon, eager to leverage my sales skills and strong work ethic to pursue a career in sales.

EDUCATION

University of Central Florida, Orlando, FL

May 2025

Bachelor of Science in Business Administration, Finance

Minor in Professional Selling

Cumulative GPA: 3.9

RELEVANT COURSEWORK

- Advanced Topics in Financial Management
- Professional Selling
- Creativity and Entrepreneurship
- Marketing
- Intermediate Corporate Finance
- Strategic Sales Force Management

PROFESSIONAL EXPERIENCE

Finance Intern at Florida Housing Finance Corporation.

May 2024- August 2024

- Utilized Excel functions to auto populate data within reporting documents, resulting in reduced errors.
- Created spreadsheets to analyze costs associated with each employment level to better predict project costs.
- Developed an inventory system for bond books, facilitating easy identification of available physical copies and their presence in online databases.

TueGo Specialist at Ruby Tuesday's

May 2023- August 2023

- Accurately recorded customers' orders and promptly packaged those orders.
- Provided high standard of customer service in a fast-paced environment.
- Took initiative to assist coworkers when schedules duties were completed.

VOLUNTEER EXPERIENCE

Knightthon Dance Marathon supporting Children's Miracle Network

March 2022- Present

- Dancer raising money to support Orlando Health Arnold Palmer Hospital for Children

ACTIVITIES

Alpha Xi Delta Member

August 2021 – Present

Honor Board: Member at Large

November 2023- Present

- Serve as an unbiased member of honor board to help ensure all Alpha Xi Delta bylaws are upheld.
- Deals with matters in a confidential manner.

Payment Plan Assistant

January 2023 – December 2023

- Assists sisters who need to be placed on a payment plan to reduce the burden dues can place on members.

Served as a Mentor for New Members of Alpha Xi Delta

August 2022 - March 2022

- Communicated important information to a designated group as they went through the new member process.
- Ensured new members were aware of their new responsibilities and the expectations to which they were held.

Chaplain

January 2022 – December 2022

HONORS

- Gold Pegasus Scholarship from the University of Central Florida **August 2021- December 2024**
- Dean's List **August 2023**
- Presidents List **August 2022 – April 2023**
- Dean's List **August 2021- May 2022**

ADDITIONAL INFORMATION

- Computer skills: Microsoft Word
- Microsoft Office Specialist: Microsoft Excel Expert (Office 2019)