

# Kyle Wilson

[Kyjowi.2002@gmail.com](mailto:Kyjowi.2002@gmail.com)

231-944-0928

## EDUCATION

### St Norbert College, De Pere, WI

#### Bachelors in Accounting and Finance

Expected graduation May 2025. With the needed 150 credit hours for CPA exam.

## EXPERIENCE

### Kindlinger and Company, Traverse City — *Accounting intern*

July 2023 - May 2024

Helping with projects ranging from audit work to creating excel documents to help automate some processes. Working with payroll and filling out 1099 forms

### Jim's Joint BBQ, Honor MI — *Cook*

July 2017 - July 2023

Customer service, Cleaning, Food Preparation, Running registrar, Balancing till.

### Graphic Sciences/Intellinetics, Traverse city — *Data Entry and document preparation specialist*

June 2024 - November 2024

Collecting documents and sorting them into proper areas. Taking mass information sent into company and entering data into necessary programs

## CLUB AND ACTIVITIES

### SNC Fitness Club — *President, Treasurer, Founder*

- Founded club Freshman year of college
- Prepared allocation proposals and managed budget
- Brought in many well known speakers
- Planned and managed the running of over 30 events

### Accounting Club — *Member*

Active member in the accounting club on campus going to many networking events.

- Have participated in every networking meeting the club has offered

## SKILLS

- Excel
- Word
- Access
- Customer service
- Fixed assets programs
- 1099 Programs
- Document preparation
- Mass data entry