

KAILIN GRIFFITH

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EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTING, MINOR IN BUSINESS ANALYTICS

The University of Tampa, May 2026

Tampa, FL

- Relevant coursework: Data Analytics for Accounting, Accounting Information Systems, Business Statistics
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WORK EXPERIENCE

Kitty Hawk Kites

Kill Devil Hills, NC

Buying, Procurement, and E-commerce Intern

May 2025 – August 2025

- Managed inventory and verified vendor POs using Skuvault, Linnworks, and Counterpoint to ensure pricing and cost accuracy
- Created and optimized product listings across Shopify, Amazon, and Walmart using purchasing data and vendor insights
- Supported order fulfillment, tagging, and distribution for 28 retail locations; processed up to 600 daily shipments from E-commerce channels

RAM Fabrication

Sterling, VA

Accounting Intern

May 2024 – August 2024

- Assisted controllers in meeting deadlines by processing invoices and uploading journal entries with efficiency and accuracy
- Reconciled company bank, credit card, and line of credit accounts by tracking payments to investigate discrepancies and keep accounts audit-ready
- Supported management by processing and mailing documents to maintain timely delivery

NCAA

Tampa, FL

Student Athlete

August 2022 – October 2023

- Managed time by balancing both academic and athletic schedules to balance scholarly work along with 20+ hours per week of athletic training
 - Demonstrated resilience and leadership through rigorous training and team collaboration
 - Trained for 10+ years by swimming with club, high school, collegiate, and recreational teams to develop and improve skills
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CLUBS AND ACTIVITIES

- Clubs: The University of Tampa American Marketing Association, The University of Tampa Club Swimming
 - Volunteer experience: Clearwater Jazz Holiday Foundation (October 2025), United Way Suncoast (January-April 2025), Humane Society of Tampa Bay (November 2024), Gasparilla Music Foundation (February 2024)
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SKILLS AND CERTIFICATIONS

- Certifications: Google Analytics (2026)
- Skills: Excel, Power BI, Tableau, Microsoft Office, Data Analysis, Tax Documentation, Account Management, Leadership, Communication, Time Management, Adaptability