

Kailey L. Dow

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Skills/Capabilities/Expertise

- **Certifications:** QuickBooks, Patent Pending: Dual Vehicular Safety System
- **Business Tools:** Microsoft Suite, Alteryx, Tableau, Aura Accounting Software, Halo for Investments
- **Relevant Coursework:** Intermediate Financial Reporting, Government and Nonprofit Accounting, Managerial Accounting

Education

The University of Alabama, Tuscaloosa, AL
Master of Business Administration, May 2022
Business Analytics
GPA: 4.0

The University of Alabama, Tuscaloosa, AL
Bachelor of Science in Accounting, May 2020
Specialization: Professional Accounting
Minor: Computing Technology and Applications
University Honors, *summa cum laude*, Highest Honors

Student Project Experience

Soles4Souls Business Honors Project, Tuscaloosa, AL/Nashville, TN **January 2019 – December 2019**
Project Manager

- Oversaw the execution and lead a strategy and marketing plan for a not for profit organization.
- Maintained project life cycle by receiving, organizing and shipping over 2,000 articles of clothing.

Culverhouse LIFT Program, Tuscaloosa, AL **January 2017 – January 2020**
Lead Program Instructor

- Develop a curriculum and teach for a business communications course for adults in the Tuscaloosa community to improve their marketability.
- Communicate with graduate mentors and students to ensure proper training needed for the course.

Work Experience

Manderson Graduate School of Business, Tuscaloosa, AL **January 2018 – Present**
Assistant to the Director of Corporate Partnerships

- Lead the development of a comprehensive profile book every year encompassing over 500 students for on-campus corporate recruiting efforts for corporate partners to connect and analyze student targets.
- Manage over 200 corporate partnerships designed to increase Manderson's visibility.
- Utilize Tableau software to provide data visualizations of Manderson students for corporate engagement.

PricewaterhouseCoopers, Washington D.C. **January 2020 – March 2020**
Assurance Intern

- Compiled and analyzed financial transactions to ensure they match provided detailed reports from companies.
- Assigned to one of PwC's largest public clients, an \$8 billion revenue client, to perform testing and analytical procedures over various accounts.
- Exceeded expectations and goals at a rapid pace allowing for additional responsibilities.

Higginbotham Insurance Agency, Fort Worth, TX **May 2018 – August 2018**
Accounting Intern

- Promoted after first month of internship to increase workload and asked to return for Winter Break.
- Assisted daily operations, such as: billing, clearing checks, and recording journal entries.
- Constructed databases with the controller to streamline commission billings and organize stockholder information.

Leadership Experience

Kappa Alpha Theta Women's Fraternity, Tuscaloosa, AL **August 2016 – May 2020**
Director of Professional Development

- Recognized as one of the Top 35 sorority women on campus through induction into Rho Lambda.
- Appointed by President to be Director of Professional Development to serve in the Gold Cabinet.
- Selected as a Head Sigma Rho Chi for the Alabama Panhellenic Association for formal recruitment 2019.

Honors

- President's List (4) and Dean's List (2)
- Student Government Association – Director of Lobbying Affairs
- The University of Alabama's Student Alumni Ambassadors – Director of Alumni Relations
- The Dutch Group Case Competition – 2nd Place
- Cardinal Key National Honor Society
- Business Honors Program through Culverhouse
- Omicron Delta Kappa Honor Society – Iota Circle
- Order of Omega – Greek Honor Society