**KADYN DUFFY**

Fort Lauderdale, FL • Mobile: (754) 234 –1057 • kadynduffy@icloud.com • LinkedIn: www.linkedin.com/in/kadyn-duffy

**EXECUTIVE SUMMARY**

Dedicated Accounting student at the University of Central Florida, actively seeking to learn and leverage research skills and financial experience. Passion for pursuing a bachelor's degree in Accounting and the ultimate goal of becoming a Certified Public Accountant. Bringing practical knowledge and fostering the development of necessary skills gained through two internships and am eager to apply this knowledge in a real-world setting.

**EDUCATION**

**University of Central Florida,** Orlando, FL **August 2022 - May 2026**

Bachelor of Science in Business Administration- BSBA Accounting

Dean’s List Fall 2022, Principal’s List Spring 2023

Lead Scholar Executive Committee Fall 2022- Spring 2023

GPA: 3.98

**PROFESSIONAL EXPERIENCE**

**Lockheed Martin CWEP** - Orlando, FL **February 2023 - Present** Global Supply Chain Intern

* Procured parts and materials for the Javelin Missile Program.
* Generated requisitions and purchase orders for suppliers.
* Contacted suppliers with quotes to obtain parts.

**Academic Service for University of Central Florida Student Athletes** - Orlando, FL **August 2023 - December 2023**

Tutor

* Mentored dozens of student-athletes weekly in subjects of Financial Accounting, Macroeconomics, Algebra, and Computer Fundamentals for Business.
* Assisted athletes to establish effective studying techniques.
* Implemented efficient organizational methods to help athletes stay on track with classes.

**Southern Cross Aviation** - Fort Lauderdale, FL **June 2023 - August 2023**

Accounts Payable Intern

* Reconciled invoices via receiver system, entered 75+ corrected invoices daily.
* Maintained communication with various aviation companies.
* Collaborated with a team to assist with managing core parts and repaired units within the inventory system.

**University of Central Florida** - Orlando, FL **January 2023 - May 2023**

Undergraduate Teaching Assistant

* Teacher assisted for Mathematics of Exploration course.
* Facilitated weekly Zoom sessions to answer student questions.
* Graded 50+ assignments and activities.
* Actively attended weekly lectures twice a week, providing help to a class of over 110 students.

**LEADERSHIP EXPERIENCE**

**Knights Build -** Orlando, FL

Internal/ External Affairs Director **January 2023 - Present**

* Actively engaged in communication with members to cultivate a sense of inclusion.
* Coordinated social gatherings for members providing opportunities for bonding through events.
* Collaborated with nonprofit organizations such as Habitat For Humanity, Sleep in Heavenly Peace, and Home Aid.
* Participated in weekly executive board meetings, while suggesting ideas to improve club involvement.

**LEAD Scholars Academy -** Orlando, FL

Member **August 2022 - Present**

* Engaged in leadership activities through a weekly LEAD class, demonstrating real-world insights into successful leadership.
* Dedicated time throughout the semester to volunteer at nonprofits such as Second Harvest Food Bank and Save-a-Life Dog Rescue.
* Participated in Impact and LEAD events that explored practical application of strong and effective leadership.
* Volunteered Catholic Charity Food Drive, Habitat for Humanity, Save-A-Life Dog Rescue to obtain 75+ service hours.

**ADDITIONAL INFORMATION**

* Microsoft Excel
* Microsoft PowerPoint