

Kailey L. Dow

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Skills/Capabilities/Expertise

- **Certifications:** Uniform CPA Exam Candidate, QuickBooks, Patent Pending: Dual Vehicular Safety System
- **Relevant Coursework:** Intermediate Financial Reporting, Government and Nonprofit Accounting, Managerial Accounting, Audit and Corporate Governance

Education

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

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

Relevant Internship Experience

PricewaterhouseCoopers, Washington D.C.

January 2020 – March 2020

Assurance Intern

- Compiled and analyzed financial transactions using Halo for Investments, Aura Accounting Software, Tableau and Alteryx 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 on the Financial Services and Capital Markets team.
- Exceeded expectations and goals at a rapid pace allowing for additional responsibilities and above level reviews.

Higginbotham Insurance Agency, Fort Worth, TX

May 2018 – August 2018

Accounting Intern

- 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.

Work Experience

Manderson Graduate School of Business, Tuscaloosa, AL

January 2018 – Present

Assistant to the Director of Corporate Partnerships

- Modernized recruiting efforts by developing a comprehensive online corporate portal, including architecting a profile section encompassing over 500 students 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.

Culverhouse College of Business Honors Program (BHP), Tuscaloosa, AL

July 2020 – Present

Graduate Assistant

- Collaborate with the Director of BHP and Dean of Culverhouse to produce a new tailored curriculum for BHP.
- Research other top collegiate honors programs to construct lesson plans, lectures, and design deliverables for students to apply in developing their portfolios.
- Create and maintain project life cycles by organizing and matching student preferences for 90 students.

Leadership Experience

Culverhouse LIFT Program, Tuscaloosa, AL

January 2017 – Present

Graduate Assistant, Lead Program Instructor

- Develop curriculum and oversee business communications course for adults in the Tuscaloosa community to improve their marketability.
- Create innovative solutions to strengthen diversity, inclusion, and cultural competencies across the course as the organization continues to expand within the community and West Alabama.

The University of Alabama Student Government Association, Tuscaloosa, AL

September 2016 – March 2020

Director of Lobbying Affairs

- Engaged with Alabama's House of Representatives and Senators and encouraged them to lobby for higher education and raised awareness of funding issues.
- Drafted materials for and scheduled voter registration drives to register University students to vote in elections for local, state and federal elections, Registered 4,262 voters from Fall 2016 – 2019.

Honors & Organizations

- Kappa Alpha Theta – Director of Professional Development
- The University of Alabama's Student Alumni Ambassadors – Director of Alumni Relations
- The Dutch Group Case Competition – 2nd Place
- Rho Lambda Women Honors Society (Top 1% Selected)
- Cardinal Key National Honor Society
- Omicron Delta Kappa Honor Society – Iota Circle
- Order of Omega – Greek Honor Society