

Karen Ketay

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EDUCATION

Illinois State University, Normal, IL
Bachelor of Science & Master of Professional Accounting

CPA Eligible: May 2021
Cumulative GPA: 3.8/4.0

LEADERSHIP EXPERIENCE

Business Week, Illinois State University

Mentor

January 2019-Present

- Help a fellow student develop professionally through guidance and advice gained from prior experiences
- Answer any and all questions related to mentee's major, involvement and overall education experience
- Provide as many resources that I have available for the mentee that will help professional growth
- Meet with mentee prior to Business Week to review resume and practice interview skills

Student Accounting Society, Illinois State University

Meet the Firms Chair

August 2018-February 2019

- Delegated tasks required to prepare for a large-scale event to a committee of 5 members
- Contacted over 50 firms in a professional and timely manner with the event information and RSVPs
- Increased firm attendance through efficiently communicating with the firms and my committee
- Marketed the event throughout the college of business by working with the college's head of marketing

Alpha Kappa Psi Professional Business Fraternity, Illinois State University

Treasurer

April 2018-December 2018

- Recorded all inflows and outflows of money through book keeping procedures using Google Sheets
- Managed a checking account, savings account, and checkbook with funds of roughly \$20,000
- Collaborated with the Vice President of Finance to budget and allocate funds to 5 committees
- Collected and set deadlines for all payments from 65 members on a regular basis

V.P. of Finance for Supply Drop Care Packages

February 2018-April 2018

- Co-founder of Supply Drop Care Packages and worked with a team of 7 other members
- Executed a business plan with pledge class to compose a start-up that earned a profit of \$650 in 6 weeks
- Managed the preparation of financial forecasts using Square Cash to foresee potential outcomes
- Assisted in establishing short- and long-range company goals, objectives, and operating procedures

Odyssey, Illinois State University

Content Creator

April 2018-June 2018

- Composed at least one article for the weekly deadline to share on at least 3 social media platforms
- Corresponded with the editors on what to include or what not to include in each article
- Enhanced strong written and communication skills by engaging with my college community's network

WORK EXPERIENCE

Emo's Ice Cream, Peoria, IL

Cashier

July 2015-August 2018

- Coordinated operation duties to a team of 5 employees per shift
- Trained and instructed at least 2 new employees per season on job processes and requirements
- Developed time management, communication and efficiency skills by 11 hour shifts during peak hours

Lexus of Peoria, Peoria, IL

Secretary

June 2013-April 2016

- Answered customer inquiries regarding cars and their features
- Communicated with customers in person and via phone regarding services offered
- Reviewed and filed service records and car purchase documents

COMMUNITY SERVICE & VOLUNTEER WORK

Student Access and Accommodation Services, Illinois State University

Volunteer Notetaker for HIS 104A02

January 2018-April 2018

Transcribed relevant, thorough and detailed notes in a timely and efficient fashion on a weekly basis