**Caitlyn McDonald**

Santa Rosa, CA │ (805) 111-1010 │ cmcdon@calpoly.edu │www.linkedin.com/in/cmcdonald

**EDUCATION**

**California Polytechnic State University**, San Luis Obispo **June 2022**

Bachelor of Science: **Business Administration**, Concentration: **Accounting** **GPA: 3.3**

* **Dean’s List**: Spring 2019, Fall 2019, Winter 2020
* **Relevant Coursework**: Intermediate Accounting I, Intermediate Accounting II, Tax Accounting, Management Information Systems

**WORK EXPERIENCE**

**Student Assistant February 2019 – Present**

*Cal Poly College of Engineering Advising Center San Luis Obispo, CA*

* Assist students with course planning, record recent grades, and obtain grades from other schools
* Collaborate with university administration to maintain updated grade records
* Provide professional, knowledgeable service to student inquiries relating to academic courses

**Intern Accountant June 2020 – August 2020**

*McCormick & Co., Inc./Schilling Division Santa Rosa, CA*

* Adjusted annual budget for labor and expense accounts to provide proper funding
* Prepared daily, weekly, and monthly status reports and charts for company and state compliance
* Assisted with training 10 new employees for the cost accounting position

**Day Camp Instructor June 2019 – August 2019**

*Santa Rosa Recreation Department Santa Rosa, CA*

* Taught safety standards, cheer and dance techniques to children ages 7 to 15
* Received “Safety Award” in recognition for actions taken in a crisis situation
* Created class plans for a 2-month period in multiple disciplines of dance

**LEADERSHIP & INVOLVEMENT EXPERIENCE**

Cal Poly Accounting Club “Day in The Park” Planning Committee January 2020 – March 2020

Cal Poly 2019 Homecoming Committee – Marketing September 2019

Cal Poly Week of Welcome Orientation Leader March 2019 – September 2019

Tenaya Hall Council Vice President September 2018 – June 2019

**AWARDS**

Chevron Scholarship October 2018

Barceloux Brothers Scholarship February 2018

**SKILLS & INTERESTS**

**Skills**: Microsoft Office, Quickbooks, JMP

**Interests**: Fashion, European history, international travel, non-fiction reading