

Kaylie Hernandez

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EDUCATION

University of San Diego, Knauss School of Business

San Diego, CA

Bachelor of Business Administration in Business Administration, Double Major: Business Accounting and Business Administration

May 2026

College tuition paid through *University Scholar* (merit-based scholarship)

EXPERIENCE

Tu Mercado (USD Dining Services)

San Diego, CA

Barista & Food Service Employee

Sept 2023 – Present

- Prepares espresso drinks, sandwiches, and bagels while providing efficient customer service
- Trains to handle cashier responsibilities, demonstrating initiative and adaptability in a fast-paced environment

Nordstrom

Palo Alto, CA

Retail Associate

Jun 2024 – Aug 2024

- Excelled in a commission-based retail environment by building relationships with diverse customers, tailoring recommendations, and consistently meeting or exceeding sales goals
- Strengthened adaptability, communication, and teamwork skills through collaboration with coworkers to ensure seamless service and a positive shopping experience

California's Great America

Santa Clara, CA

Ride Operator

Sept 2021 – Aug 2021

- Conducted pre-ride safety checks and operated ride controls to ensure guest safety and satisfaction
- Communicated safety procedures and maintained high standards of professionalism during park operations

Divisadero Florist

San Francisco, CA

Sales Associate

Sept 2021 – Aug 2021

- Assisted customers with floral arrangements, enhancing interpersonal communication and patience
- Developed attention-to-detail and sales skills through in-person retail and visual merchandising

LEADERSHIP & INVOLVEMENT

Business Administration Society – Member

San Diego, CA Sept 2022 – Present

- Participates in professional workshops and networking events related to business leadership and development

Accounting Society – Member

San Diego, CA Sept 2022 – Present

- Attends workshops focused on accounting skills, certifications, and career pathways

Saint Peter's Catholic Church - Catechism Teaching Assistant

San Francisco, CA Sept 2022 - Present

- Mentored youth in religious education classes by supporting curriculum delivery and spiritual development
- Helped students explore values, purpose, and resilience through guided discussions and faith-based lessons

AWARDS

National Honor Society Award – May 2022

Burlingame, CA

- Selected based on academic achievement, leadership, service, and character

Trilingual Scholar Society Award – May 2022

Burlingame, CA

- Recognized for completing advanced coursework in Spanish and French

ADDITIONAL INFORMATION

Computer Skills: Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Tableau

Language: Fluent in Spanish (speaking, reading, writing, and listening comprehension) and beginner in French.

Interests: Baking, traveling, going to the gym, spending time with pets