

KATELYNN VILLANUEVA



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(602) 510-0095



Flagstaff, AZ 86001

SKILLS

- Financial planning
- Effective time management
- Excel proficiency
- Clear communication
- Problem Solving
- Strategic account oversight
- Creative Thinking
- Team Player
- Multitasking
- Sales
- Strategic marketing
- Visual communication design
- Strong work ethic
- Exceptional customer service
- Client relationship management

EDUCATION

Northern Arizona University
Flagstaff, AZ • Expected in 05/2026

Bachelor of Science: Finance
Certificate in Social Non-Profit & Entrepreneurship

- [Lumberjack Scholarship](#) Recipient

Northern Arizona University
Flagstaff, AZ • Expected in 05/2026

Bachelor of Science: Marketing
Minor in Strategic Communications for Advertising

- [The West Family](#) Scholarship Recipient
- 3.55 GPA

PROFESSIONAL SUMMARY

Dynamic and goal-driven professional with a strong academic foundation, on track to successfully earn two Bachelor's degrees while achieving Dean's List. Demonstrated leadership as Financial Vice President for Gamma Phi Beta, effectively managing a budget exceeding \$250,000 over two consecutive years. A commitment to excellence and a proven ability to balance rigorous coursework with significant extracurricular responsibilities have honed essential skills in financial management and strategic planning. Eager to leverage these experiences in a challenging role that fosters growth and innovation.

WEBSITES, PORTFOLIOS, PROFILES

- LinkedIn Katelynn Villanueva
- <https://kvillanueva3160.wixsite.com/katelynn-villanueva>

WORK HISTORY

Lumberyard Brewing Company - Server

Flagstaff, AZ • 05/2024 - Current

- Create a warm and welcoming environment while ensuring smooth service.
- Manage an average of 8 tables at a time
- Trained new staff on menu items, company policies, and best practices for delivering quality service.
- Managed multiple tables efficiently, prioritizing tasks to enhance the dining experience during peak hours.

Gamma Phi Beta Executive Board - Financial Vice President

Flagstaff, AZ • 12/2023 - 12/2025

- Regulate and monitor over 115+ accounts, while keeping a professional and personable relationship with all members.
- Led financial planning initiatives, aligning budget strategies with organizational goals.
- Developed comprehensive financial reports, enhancing decision-making processes for the executive board.
- Mentored an assistant in financial management, fostering professional development.

The Be Kind People Project - Curriculum Creator

03/2023 - 05/2024

- Fostered a positive and kind environment through hands-on work in schools, and remote curriculum creation.
- Developed engaging educational content to promote kindness and social-emotional learning initiatives.
- Demonstrated exceptional attention to detail and problem-solving abilities in the face of complex design challenges, resulting in high-quality outcomes.

Babbos Italian Eatery - Server

Surprise, AZ • 03/2021 - 01/2024

- Well-versed in communication and problem-solving. From this job-specific role, I developed an understanding of design, sales, and marketing from this amazing family-run company.
- Addressed customer complaints or concerns professionally, ensuring swift resolution and maintaining positive relationships.

ADDITIONAL

- Over 500+ Service Hours
- Dean's List Recipient Fall of 22, 23, & 24, Spring of 2023