

Kyle John Kingma

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OBJECTIVE: Obtain accounting position in the Seattle area.

SUMMARY:

- Double major in Accounting and Business Administration.
- Extensive Experience in Customer Service at Whidbey Island Bank.
- Computer Information Specialist at Seattle Pacific University.
- Proficient with Microsoft Excel, Access, Word, PowerPoint and Outlook, Windows XP, Networking Infrastructure, HTML and Flash Web Development.

EDUCATION: **Student:** *Seattle Pacific University, Sept 2002-present*
Bachelor of Arts: Accounting
Bachelor of Arts: Business Administration, Information Systems Emphasis
3.40 GPA on a 4.0 scale. Anticipated Graduation: June 2006

EXPERIENCE: **Computer Information Specialist:** *Seattle Pacific University, Jan. 2004-present*

- Monitor and maintain 22 computer workstations available to faculty, staff, and students.
- Equip users with the information and skills to effectively use the campus wide technology.
- Provide instruction on all Microsoft Office programs as well as other Information System Technologies.

Customer Service Representative: *Whidbey Island Bank, Jun. 2003 to Sept. 2004*

- Processed over 200 transactions per day using judgment within narrow limits regarding the validity of transactions.
- Maintained current knowledge of banking rules and regulations.
- Projected a positive image of the Bank through involvement in community organizations and activities.

ACTIVITIES:

- Reporting Secretary, Beta Alpha Psi Petitioning Chapter, 2004-2005
- Information Systems Officer, Beta Alpha Psi Petitioning Chapter, 2005-2006

INTERESTS:

- Golf, Web Design, Backpacking, Fly-Fishing, Tennis, Soccer.