

Kalise Young

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EDUCATION

Augusta University, Augusta, GA

August 2025-Present

Bachelor of Science in Finance

GPA: 3.60/4.00

Relevant Coursework: Corporate Finance, Investments, Accounting I, Accounting II, Macroeconomics, Business Communications, Marketing Foundations

Honors and Awards: Dean's List

Certifications: Georgia Real Estate Salesperson License (Issued September 2025)

RELEVANT EXPERIENCE

Finance and Operations Coordinator, Young's Paving, Augusta, GA

2026-Present

- Track all incoming revenue and outgoing expenses for a family-owned paving business, maintaining clear records of where money is spent and which jobs and customers it comes from.
- Record and categorize job-level costs including materials, equipment, fuel, and labor, giving ownership visibility into what each project actually costs to complete.
- Prepare customer invoices, monitor outstanding balances, and follow up on late payments to keep collections current and cash flow stable across the season.
- Reconcile receipts and bank activity against internal records in Microsoft Excel, catching duplicate charges and billing errors before they affect the bottom line.
- Build monthly income and expense summaries used by ownership to compare job profitability, price new bids, and plan equipment and material purchases.
- Organize invoices, vendor records, and tax documentation into a centralized filing system, improving recordkeeping accuracy and reducing time spent preparing year-end paperwork.

Real Estate Agent, Purvis Huggins Realty, Augusta, GA

September 2025-Present

- Analyze local residential market data and interest rate trends to produce comprehensive valuation reports for a growing pipeline of prospective investors and homeowners.
- Manage a portfolio of legal contracts, disclosures, and sensitive financial documentation, maintaining full compliance with Georgia regulatory standards and fiduciary duties.
- Maintain an active database of 50+ prospective clients through strategic outreach, CRM tracking, and consistent market updates, driving referrals and lead generation.
- Completed 60+ hours of state-mandated licensing coursework in contract law, real estate finance, and ethics, building advanced proficiency in negotiation and property valuation.

LEADERSHIP

Finance Lead, Young's Paving, Augusta, GA

2026-Present

- Serve as the sole point of accountability for company finances, setting the recordkeeping standards the rest of the crew follows for receipts, job tickets, and customer payments.
- Trained family members and crew leads on documenting material purchases and job hours, improving the accuracy and consistency of cost data used in pricing decisions.
- Present monthly financial summaries to ownership and recommend adjustments to bid pricing and spending based on job-level profitability.

PROJECTS

Job Costing and Profitability Tracker (Young's Paving)

- Built an Excel-based tracker that breaks each paving job into materials, fuel, equipment, and labor costs and compares them against the quoted price to show true margin per job.
- Used the results to identify jobs that were consistently underpriced and recommended bid adjustments that improved margin on similar future work.

Seasonal Cash Flow and Invoicing Review (Young's Paving)

- Mapped the full invoicing cycle from job completion to payment received and identified delays that were slowing collections during peak season.
- Implemented a standardized invoice and follow-up schedule, shortening the time between job completion and payment and reducing outstanding balances.

SKILLS

Microsoft Excel (Cost Tracking, Reconciliation, Reporting) | Financial Recordkeeping | Job Costing | Accounts Receivable | Invoicing | Budgeting | Cost Analysis | Property Valuation | Market Research

Tools: Microsoft Excel | CRM Software (Command, Follow Up Boss) | MLS Databases | Canva | QuickBooks (Basic)