

Kiyah Sarah Herbert

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PROFESSIONAL SUMMARY

Information Systems student, with experience in project coordination, business operations, and technology. Seeking a full-time post-graduate Associate Product Manager (APM) rotational program in 2027 and willing/able to relocate. Passionate about the intersection of technology, creativity, and business, with strong skills in collaboration, organization, and driving projects from idea to execution. Eager to bring a collaborative, adaptable, and detail-oriented approach and contribute to teams shaping the future of media, music, technology and/or entertainment.

EDUCATION

Bachelor of Business Administration | Information Systems | Minor: Business Law

Kennesaw State University, Kennesaw, GA | Expected Graduation: Spring 2027

- 2x President's List (4.0 GPA)

- Relevant Coursework: **IS Global Project Management**, Principles of Marketing, **IS Management**, Data Management, **IS Infrastructure and Strategy**, Application Development, Negotiation

Engagement: Business Technology Association, Women in Tech, Caribbean Student Association, French Club

Computing, Tech, and Culture in Japan – Study Abroad Program

Kennesaw State University/Tokyo, Japan | Spring/Summer 2026

- Selected for a faculty-led study abroad program; focusing on coursework in IT ecosystems by studying the cultural influence and integration of traditional and emerging technology in Japan.

SKILLS

Project Management • Project Planning • Scheduling • Timelines • Task Tracking • Coordination • Cross-Functional Collaboration • Data & Tools • Proficient in Microsoft Office • Google Workspace • AI Tools • Spreadsheets • Communication • Presentation Development • Reporting • Strategic Planning , Core Strengths: Attention to Detail • Organized • Adaptable • Eager to learn

RELEVANT WORK EXPERIENCE + PROJECTS

Front Desk Sales Associate

Club Pilates — Woodstock, GA | Oct 2025 – Present

- Increase membership conversions by engaging ~60+ prospective clients daily and executing full-cycle sales
- Support in-studio events and promotions driving **client engagement** and class participation
- Documented client interactions and maintained organized records to support client retention

FortifAI - KSU FinTech Hackathon 2025

Kennesaw State University— Kennesaw, GA | October 2025

- Developed AI/blockchain fraud detection platform with **projected 65% risk reduction**
- Created pitch deck and proposal materials for stakeholder presentation
- Managed project **deliverables** and documentation in a fast-paced team environment

Consumer Behavior and Market Analysis Externship

Beats by Dre, Online | Feb 2025

- Conducted **consumer and trend research** to identify insights relevant to brand positioning and audience engagement
- Synthesized findings into **structured reports and presentations**
- Created presentations and reports (content creation) to communicate insights

Corp Sales Representative (Temp)

NX Direct— Sandy Springs, GA | Nov 2024 – Jan 2025

- Conducted 20-30 daily consultations, contributing to consistent sales performance
- Maintained structured data tracking and status reporting, supporting team-level decision-making
- Collaborated with team members to ensure alignment on goals, **deliverables**, and communication strategies

