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# Kyle Grokowsky

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4832 North Mohawk Avenue, Glendale, WI 53217

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## SKILLS

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| <ul style="list-style-type: none"><li>• Attention to Detail</li></ul> | <ul style="list-style-type: none"><li>• Event Settlements</li></ul>           |
| <ul style="list-style-type: none"><li>• Microsoft Office</li></ul>    | <ul style="list-style-type: none"><li>• Budgeting &amp; Forecasting</li></ul> |
| <ul style="list-style-type: none"><li>• Adaptable</li></ul>           | <ul style="list-style-type: none"><li>• Customer Service</li></ul>            |
| <ul style="list-style-type: none"><li>• Process Improvement</li></ul> | <ul style="list-style-type: none"><li>• Communication</li></ul>               |
| <ul style="list-style-type: none"><li>• Event Management</li></ul>    | <ul style="list-style-type: none"><li>• Year-End Financial Analysis</li></ul> |

## RELEVANT WORK EXPERIENCE

Fear the Deer, LLC

Milwaukee, WI

Staff Accountant

May 2023 – Present

- Process event settlements for national touring special events from multiple promoters, including Live Nation, AEG Presents, Messina Touring Group, Mammoth & AG Entertainment, Feld Entertainment, Inc and Event Services Inc., a w/o subsidiary of World Wrestling Entertainment.
- Review artist contracts to ensure accurate night-of artist and internal settlements.
- Track incoming ticket sales for multiple concerts, Bucks games, and other sports on multiple platforms, including multiple Ticketmaster channels, FEVO, Groupmatics, and Stripe.
- Maintain and update monthly labor and financial reports for both special arena events and Milwaukee Bucks Basketball.
- Reconcile and record revenues and expenses for private events across multiple venues in the Deer District.

Marcus Performing Arts Center

Milwaukee, WI

Accountant

June 2022 – May 2023

- Processed event settlements for multiple shows at the Marcus Center including venue rentals, the Broadway Across America series, and resident partners – including Black Arts MKE, First Stage Children’s Theater, the Florentine Opera Company, and the Milwaukee Ballet.
- Responsible for monthly expense account reconciliations and subsequent journal entries following event settlements.
- Built, evaluated, and implemented new processes using the Fixed Asset and Expense Management modules with the software *The Financial Edge*.
- Reviewed artist contracts to assure accuracy and prompt payment.
- Assisted in FY24 budgeting process and the implementation of the financial planning software, *PowerPlan*.
- Established and enforced internal controls, assuring that invoices are paid in a timely manner and processed through the appropriate approval chain.
- Assisted in the FY22 year-end audit.
- Communicated with associates and department leadership policies regarding account coding.

Educator's Credit Union  
Teller, Part-Time

Glendale, WI  
Jan 2022 – June 2022

- Provided excellent member service by representing the core values of the credit union – honesty, integrity, fairness, respect, and excellence
- Processed member transactions including deposits, withdrawals, internal transfers, and cash advances.

The Equitable Bank  
Senior Customer Service Representative

Whitefish Bay, WI  
Aug 2020 – Dec 2021

- Processed customer transactions including deposits, withdrawals, journal entries, wire transfers, HSA/IRA contributions and distributions, cash advances, and stop payments
- Assisted in daily, weekly, and monthly balancing and auditing to assure that all paperwork and procedures are properly documented and recorded
- Built relationships with new and existing customers by providing excellent customer service
- Served as branch representative in quarterly meetings designed to analyze and discuss bank policies and their impact on day-to-day operations

## **EDUCATION**

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Fox Valley Technical College

Appleton, WI

*Associate in Applied Science - Accounting*

May 2022

Technical Diplomas Earned: Bookkeeper, Accounting Assistant

Relevant Coursework: Advanced Spreadsheets, Financial Accounting, Payroll, Fraud Detection

University of Wisconsin – Eau Claire

Eau Claire, WI

*Bachelor of Arts in History, concentration in European Studies*

May 2019

Honors: Cum Laude

Relevant Coursework: Research Methods, Speech Fundamentals, Elementary Statistics