

# **AI RESUME #1 — FINANCE / BUSINESS ANALYSIS VERSION**

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## **EDUCATION**

University of Nevada, Reno

B.S. Economics | B.S. Finance

Expected Graduation: May 2029 | GPA: 3.78

## **PROFESSIONAL EXPERIENCE**

### **City of Henderson — Recreation Assistant**

May 2024 – March 2025

- Managed 12–24 participants using strong organization and planning
- Coordinated activities requiring scheduling, safety oversight, and time management
- Collaborated with a 20-person team to maintain smooth operations
- Resolved conflicts and made quick decisions under pressure

### **Party USA — Cashier**

June 2022 – November 2023

- Handled POS transactions with accuracy, maintaining a balanced cash drawer
- Assisted customers efficiently and communicated clearly
- Performed inventory checks and maintained product displays
- Improved store efficiency through organized task management

### **Clark County School District — Food Service Worker**

August 2022 – May 2023

- Served 200+ individuals per shift while meeting strict time expectations
- Followed structured procedures in a high-traffic environment
- Coordinated tasks and adapted quickly to changing workloads

## **SKILLS**

- Microsoft Excel, data organization
- Time management & task coordination
- Customer service & communication
- Problem solving