

Alicia Johnson

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Education

Bachelor of Science in Accounting
University of Nevada, Reno

Expected Grad. May 2029

Experience

Facilities Services – Reno, NV
Supply Technician

Aug 2025 – Present

- Reviewed and processed 50+ sales orders daily, ensuring accurate entry and recordkeeping in warehouse management software.
- Maintained precise inventory controls to optimize material usage and reduce waste in campus facilities.
- Collaborated with staff to allocate supplies efficiently, supporting cost-effective operations and budget adherence.

McDonald's – Reno, NV
Crew

June 2024 – Aug 2025

- Managed high-volume cash and card transactions while maintaining accuracy and compliance with store accounting procedures.
- Utilized problem-solving skills to address point-of-sale and system errors, minimizing disruptions to financial recording.
- Supported efficient store operations through inventory restocking and tracking of supplies and materials.

NVHS Freshman Mentor Program – Reno, NV
Executive Freshman Mentor

Aug 2022 – June 2025

- Promoted student achievement by analyzing progress reports and developing strategies for academic improvement.
- Organized events and workshops requiring budget planning and resource coordination.
- Led training sessions for mentors, ensuring compliance with district policies and standards.

NVHS Tri-M Music Honor Society – Reno, NV
Chapter President / VP of Fundraising

Aug 2024 – June 2025

- Oversaw fundraising initiatives generating over \$800 for the music department, managing donation tracking and expense records.
- Conducted meetings focused on financial planning for department events and resource allocation.
- Directed volunteers and delegated tasks to ensure timely completion of projects.

Skills

- Proficient in Microsoft Word, PowerPoint, and Excel (including formulas, charts, and data organization).
- Strong analytical and numerical skills.
- Excellent attention to detail and record management.
- Certificate for Defensive Driving.