

Alicia Johnson

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Education

Bachelor of Science in Accounting

Expected Grad. May 2029

University of Nevada, Reno

Experience

Facilities Services – Reno, NV

Aug 2025 – Present

Supply Technician

- Processed 50+ digital sales orders daily using warehouse management software, maintaining accurate system data entry.
- Utilized technology to manage inventory databases, track material usage, and ensure data consistency across records.
- Collaborated with team members to troubleshoot system issues and improve warehouse workflow efficiency.

McDonald's – Reno, NV

June 2024 – Aug 2025

Crew

- Supported daily operations using digital ordering and point-of-sale systems, ensuring smooth data and payment processing.
- Resolved system and mobile app issues for customers, improving user experience and minimizing technical disruptions.
- Assisted in implementing store process improvements by identifying technology-related inefficiencies.

NVHS Freshman Mentor Program – Reno, NV

Aug 2022 – June 2025

Executive Freshman Mentor

- Used digital tools to track student progress, monitor grades, and communicate effectively with team members.
- Facilitated virtual and in-person training sessions utilizing presentation software and online resources.
- Coordinated schedules and organized data for district social learning programs.

NVHS Tri-M Music Honor Society – Reno, NV

Aug 2024 – June 2025

Chapter President / VP of Fundraising

- Managed communication and event planning through online collaboration platforms.
- Maintained spreadsheets and digital records to track fundraising data and volunteer participation.
- Led organizational meetings integrating presentation and project management software to coordinate tasks.

Skills

- Proficient in Microsoft Word, PowerPoint, Excel, and warehouse management software.
- Familiar with database systems, digital recordkeeping, and troubleshooting software.
- Strong problem-solving and process optimization abilities.
- Certificate for Defensive Driving.