

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

- Consult with facilities staff and review 50+ sales orders that come through the warehouse daily before recording them in our warehouse software.
- Manage stock and inventory within the warehouse, to ensure that everything we store is being used regularly and is still in production.
- Assist staff with finding parts and materials that they need to keep campus clean and habitable.

McDonald's – Reno, NV

June 2024 - Aug 2025

Crew

- Greeted and served 200+ customers daily through the drive-thru and lobby, performing hundreds of orders daily and handling both cash and card payments
- Troubleshooted any technological issues with the stores system and guided customers through difficulties on the mobile app.
- Ensured customer satisfaction by being kind and working efficiently to stage orders and prepare food and drinks.
- Stocked the store with cups, bags, sauces, etc. as well as cleaning the environment via rags, sweeping and mopping.

NVHS Freshman Mentor Program – Reno, NV

Aug 2022 - June 2025

Executive Freshman Mentor

- Promoted success and raised the passing rate among freshman taking algebra in the math support seminar by assisting with homework assignments and keeping up their grades in all classes.
- Guided tours and welcomed incoming freshmen during events to acclimate them to the high school they are attending in the coming school year.
- Facilitated trainings for freshman mentors on the district mandated social lessons so they could be presented to the seminar class.

NVHS Tri-M Music Honor Society – Reno, NV

Aug 2024 - June 2025

Chapter President/ VP of Fundraising

- Conducted weekly meetings to discuss various matters among the different divisions of the music department, plan events such as fundraising and promoting performance arts to the student body.
 - Coordinated Fundraising events for the music department via. Sports games, Valentines Grams and Halloween Grams. I aided in raising over \$800 for future events for music students.
 - Oversaw a small group of volunteers at fundraising events.
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Skills

- Proficient in Microsoft Applications such as Word, PowerPoint, and Excel.
- Certificate for Defensive Driving