

# Nia Lacap-Sanchez

## BUSINESS INTERN / TEAM MEMBER

### EDUCATION

#### PRESENT-

University of Nevada, Reno  
Reno, NV

BA in Business Administration

Specializing in I.S. and Finance

With a minor in English/Cinema Studies

GPA 3.64

#### Relevant Coursework:

- Database Management Systems
- Systems Analysis & Design
- Business Analytics
- IT Project Management

2020 - 2024

Coral Academy of Science  
Henderson, NV

Honors Diploma

Weighted GPA 4.60

Unweighted GPA 3.98

### OBJECTIVE

Motivated Information Systems student seeking an internship to apply technical knowledge in database management, system analysis, and IT support. Strong problem-solving skills and experience in implementing efficient processes.

### FUNCTIONAL SKILLS

#### TECHNICAL SKILLS

- **Software:** Microsoft Excel, Access, SQL basics
- **Certifications:** Lean Six Sigma Certified
- **Other:** Budget planning, Data entry, Customer support

### REFERENCES

More available upon request

### EXPERIENCE

March 2024 - June 2024

Team Member & Cashier • Dom's Cookie Co./Cookie Plug  
Las Vegas, NV

□ Implemented new procedures and technologies to improve operational efficiency.

- ▢ Managed POS systems and ensured accurate transaction processing.

2022 - 2023

Library Assistant Volunteer • Enterprise Library

Las Vegas, NV

- ▢ Assisted with cataloging and organizing digital resources.
- ▢ Supported patrons with technology-related inquiries.

## COMMUNICATION

Implemented new procedures and technologies that improved efficiency and streamlined operations.

## LEADERSHIP

Successfully helped lead a team to exceed sales goals while maintaining excellent customer satisfaction scores.