

# Nia Lacap-Sanchez

## I.S. INTERN

## 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

2020 - 2024

Coral Academy of Science  
Henderson, NV  
Honors Diploma  
Weighted GPA 4.60  
Unweighted GPA 3.98

## OBJECTIVE

I am a sophomore in college seeking employment within this department seeking a start in professional experience. I manage my time by using problem-solving skills and maintaining constant productivity in all situations, and I would greatly appreciate the opportunity to showcase these skills at this level of a position.

## FUNCTIONAL SKILLS

Microsoft Excel  
Lean 6 Sigma Certified  
Food Handler's Permit  
Strong cooperation  
Budget planning  
Problem-solving  
Work the till  
Create a friendly & serviceable work environment  
Handle hot held items & machinery in fast-paced situations  
Package mass inventory efficiently  
Support those in charge with general administrative tasks such as organizing, cleaning, and procuring items  
Aided STEM, Art, & other community events  
Tested experiments & found safe solutions before dispatching projects to children  
Customer support  
Examined incoming items for signs of damage & defection and then documented issues

## REFERENCES

## EXPERIENCE

More available upon request

Karla Arambul  
725.214.9656  
[karla@cookieplug.com](mailto:karla@cookieplug.com)

Ian Arambul  
714.326.8424  
[domcookiecrew@gmail.com](mailto:domcookiecrew@gmail.com)

March 2024 - June 2024

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

2022 - 2023

Library Assistant Volunteer • Enterprise Library  
Las Vegas, NV

## 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.