

ALEXANDRA FUENTES

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OBJECTIVE

Detail-oriented and analytical student with strong organizational, communication, and quantitative skills. Experienced in money handling, record-keeping, and process improvement through volunteer and leadership roles. Seeking an entry-level finance or administrative position where I can apply my problem-solving abilities, accuracy, and dedication to supporting financial operations.

EDUCATION

University of Nevada-Reno — *Reno, NV*

Bachelor of Science in Marketing

August 2025 – Expected Graduation: May 2029

Currently pursuing a degree in marketing with an interest in digital media, consumer behavior, and brand strategy.

Lakeview Leadership Academy — *Victorville, CA*

August 2021 – May 2025

Graduated with a 4.0+ GPA. Completed AP coursework and served as Class of 2025 President, ASB member, and AVID student. Actively developed leadership, planning, and communication experience.

EXPERIENCE

Holy Family Catholic Church — *Hesperia, CA*

Volunteer | January 2021 – July 2025 - Delivered weekly readings as a lector, strengthening public speaking skills.

- Instructed younger students as a catechist, simplifying concepts and improving engagement.
- Coordinated church fundraising events and assisted with promotional communication.
- Took detailed minutes during meetings to support project organization and future planning.

Rancho Verde Elementary School — *Apple Valley, CA*

Volunteer | July 2021 – June 2025 - Improved inventory tracking processes, increasing efficiency and accuracy.

- Enhanced learning materials for teachers, making content more accessible.
- Supported large-scale book fair events, contributing to increased participation and community engagement.
- Managed scholastic register and interacted with families during events.

Bilingual Student Poll Worker — *Volunteer, November 2024 Election*

- Checked in voters and provided Spanish-language support for accessibility.
 - Organized voter lines and assisted with crowd flow during peak hours.
 - Set up, operated, and broke down voting equipment.
 - Ensured accurate ballot accounting and strong attention to detail.
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FINANCE-RELEVANT SKILLS

- **Money Handling & Cash Reconciliation** — Accurate register operation and transaction tracking.
 - **Record-Keeping & Documentation** — Experience logging votes, funds, inventory, and meeting minutes.
 - **Data Entry & Technology Proficiency** — Microsoft Office, Google Workspace, and basic spreadsheets.
 - **Bilingual (English/Spanish)** — Ability to support diverse clients and improve communication accuracy.
 - **Organization & Attention to Detail** — Ensured accurate accounting of ballots, funds, and event resources.
 - **Customer/Client Interaction** — Experience assisting families, students, voters, and community members.
 - **Leadership & Reliability** — Demonstrated accountability through elected and volunteer roles.
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RELEVANT STRENGTHS FOR FINANCE

- Strong numerical reasoning and accuracy.
- Ability to maintain confidentiality and follow procedures.
- Skilled in managing transactions and tracking resources.
- Comfortable working with structured data and documentation.
- Reliable, punctual, and process-oriented.