

ALEXANDRA FUENTES

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OBJECTIVE

Motivated and bilingual college student pursuing a degree in business marketing at the University of Nevada, Reno, seeking a Student Worker position in the College of Business Dean's Office. Eager to contribute to the success of MBA programs while gaining professional experience in a dynamic academic environment.

EDUCATION

University Of Nevada-Reno | Reno, NV

Bachelor's in Business Marketing (In Progress)

August 2025 – Expected Graduation: May 2029

Lakeview Leadership Academy | Victorville, CA

High School Diploma, May 2025

- Maintained a 4.0 GPA and completed AP coursework.
- Served as Class of 2025 President and ASB Vice President.
- Active in college predatory courses such as AVID.

EXPERIENCE

Holy Family Catholic Church, Hesperia, CA | Volunteer

January 2021– July 2025

- While at Holy Family I was a lector, meaning I read in front of the congregation on Sundays.
- Instructed a group of 25 kids weekly
- Helped fundraise money yearly and put together activities at the church.
- Acted as a secretary in monthly meetings

Rancho Verde Elementary School, Apple Valley, CA | Volunteer

July 2021– June 2025

- Streamlined inventory processes for improved efficiency.
- Enhanced curriculum accessibility for students and teachers.
- Contributed to successful book fair events, boosting participation.
- Worked the scholastic register during book fair seasons.

Bilingual Student Poll Worker, San Bernardino County | Volunteer

November 2024 Election Period

- Ensured all the votes were accounted for.
- Guided voters through the check-in process, especially Spanish-speaking individuals.
- Assisted with crowd management and provided clear instructions under pressure.
- Set up and closed down polling equipment.
- Ensured voting records were accurate and complete.

SKILLS

- Bilingual (English/Spanish)
- Communication
- Technology Proficient
- Sales & Cash Handling
- Record-keeping
- Proficient Public Speaker
- Organizational
- Tutor
- Event Coordination

