



# Finance-Targeted Resume Document

**Erin Saxe**

**Pre-Business Student at the University of Nevada, Reno** 513 Ponderosa Ave, Incline Village, NV, 89451 | (925) 321-8942 | Erinssaxe@gmail.com



## Key Skills

- **Money Management:** Practical experience handling financial transactions and **managing cash flow** in a retail setting.
- **Compliance & Safety:** Proven ability to **enforce safety precautions** and operational guidelines, including performing first aid/CPR.
- **Customer Relations:** Professional interaction and service, focused on customer satisfaction and relations.
- **Communication:** Clear, effective communication, with proficiency in English (Native Speaker) and Spanish (A2 Level).



## Education

- **University Nevada, Reno**, Reno, NV | Bachelor's Degree, Studying **Business** | August 2025 – Current
  - *Current enrollment in the Pre-Business program, building a foundation in finance and core business principles.*
- **Incline High School**, Incline Village, NV | Diploma | August 2022 – June 2025



## Experience

- **Barista** | Happy Tiers Bakery, Incline Village, NV | October 2024 – August 2025
  - Executed **money management** and sales transactions for a high-volume operation, serving **200+ guests per shift**.
  - Managed the timely fulfillment of high-volume orders, demonstrating efficiency and attention to detail.
- **Lifeguard** | IVGID, Incline Village, NV | May 2023 – November 2024
  - Maintained a high level of **responsibility**, ensuring the **safety** of hundreds of patrons daily and executing **first aid/CPR** when needed.
  - Successfully **enforced safety precautions** and operational rules in a critical environment.
- **Child Ski Instructor** | IVGID, Incline Village, NV | December 2022 – April 2023
  - Delivered clear, engaging, and focused instruction on proper form, technique, and **safety precautions**.