

****Giovanni Gutierrez Gallegos****

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PROFESSIONAL SUMMARY

Detail-oriented accounting student with strong organizational skills, growing financial knowledge, and hands-on experience managing transactions, scheduling, and small-business operations. Brings reliability, analytical thinking, and consistent accuracy to every role. Seeking opportunities to develop accounting skills in professional environments.

CORE SKILLS

- Basic accounting principles & financial literacy
- Record keeping & documentation accuracy
- Time management & task prioritization
- Analytical and problem-solving skills
- Customer communication & professionalism
- Fast learner with strong attention to detail
- Workflow efficiency & teamwork

EXPERIENCE

Entrepreneur — Car Detailer | Reno, NV

September 2024 – Present

- Manage scheduling, pricing, and customer transactions for self-run business.
- Track appointments, payments, supply usage, and service records.
- Build client relationships through clear communication and reliable service.
- Apply business fundamentals such as budgeting, cost tracking, and service planning.

FedEx — Package Handler | Reno, NV

September 2025 – November 2025

- Maintained speed and accuracy while processing high volumes of packages.
- Worked with team members to reduce errors and improve workflow efficiency.
- Demonstrated reliability by assisting coworkers and maintaining consistent productivity.

Walmart — Cart Associate | Carson City, NV

September 2023 – March 2025

- Delivered dependable customer service and assisted with large-item carry-outs.
- Supported store operations through consistent cart retrieval and organization.
- Collaborated with staff to solve workflow and efficiency issues.

EDUCATION

University of Nevada, Reno — Bachelor's Degree in Accounting (In Progress)

June 2025 – Expected May 2029