

Carla Embuido

(725) 247-5615 | embuidocarla@gmail.com

Education

Bachelors of Science in Accounting & Information Systems

Expected May 2028

Bachelors of Science in Nursing

Expected May 2029

University of Nevada, Reno

Professional Experience

Vice President of Engagement, Residential Hall Association

May 2025

- Managed and maintained detailed participation datasets, ensuring accuracy, consistency, and proper documentation
- Developed reports and presentations using Excel and other tools to communicate trends and insights to leadership
- Collaborated with cross-functional teams to gather, organize, and present information in a structured format
- Ensured data integrity and organization across programs in a fast-paced, high-accountability environment

Planet Smoothie - Team Member

Oct 2024-May 2025

- Maintained accurate records of transactions and inventory, ensuring data consistency and reliability
 - Identified and resolved discrepancies in daily reporting and tracking systems
 - Demonstrated strong attention to detail while handling high-volume data entry tasks
 - Managed multiple responsibilities efficiently while maintaining organization and accuracy
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Projects

Alien Agenda - Frontend, Artist

April 2025

- Designed and organized user interface elements, focusing on clarity, structure, and usability
 - Collaborated with a team to ensure project deliverables were completed on schedule
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Skills

- Customer Support
- Data Entry and Record Keeping
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Event Planning and Coordination
- Attention to Detail & Data Accuracy
- Graphic Design