

## **Shannah McGarva**

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### **Objective**

Business Administration student seeking an entry-level accounting role with strong skills in financial transactions, record-keeping, and data organization.

### **Education**

**B.S. Business Administration (Accounting Focus)**, University of Nevada, Reno — Exp. June 2029

**General Education Coursework**, Lassen Community College — Aug 2021–Jun 2025

**High School Diploma**, Lassen High School — Jun 2025

### **Relevant Experience**

#### **Sierra Trading Post — Reno, NV**

*Merchandise Associate | Sept 2025–Present*

- Process accurate online orders and billing.
- Handle cash, payments, returns, and exchanges.
- Support inventory tracking and record-keeping.

#### **Marshalls — Susanville, CA**

*Retail Associate | Jun 2024–Aug 2025*

- Completed POS transactions and balanced drawers.
- Assisted inventory counts and discrepancy checks.
- Supported loss-prevention tracking.

#### **Super 8 Hotel — Susanville, CA**

*Housekeeper | Jun 2023–Aug 2023*

- Maintained daily room logs and documentation.
- Ensured consistent quality and organization standards.

### **Skills**

Financial Accuracy • Cash Handling • Inventory Tracking • Data Entry • Time Management • Adobe Certified • LinkedIn Certified • ASL Knowledge