

SOFIA GONZALES

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PROFESSIONAL SUMMARY

Detail-oriented and analytical professional with strong experience in financial transactions, documentation, and operational accuracy across retail and distribution environments. Adept at managing cash registers, balancing drawers, preparing reports, and supporting daily operations with a high level of precision. Known for excellent problem-solving skills, customer communication, and process improvement. Seeking to apply financial accuracy, data organization, and business knowledge in a finance-driven role.

CORE SKILLS

- Financial transaction accuracy
 - Cash handling & reconciliation
 - Reporting & documentation
 - Data entry & record management
 - Operational efficiency
 - Customer communication
 - Problem-solving & attention to detail
 - Team collaboration
 - Inventory tracking & organization
 - POS & financial systems
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EXPERIENCE

Warehouse Clerk

Barnes and Noble Distribution Center, Reno, NV | Aug 2025 – Present

- Maintain accurate inventory documentation supporting financial and operational reporting requirements.
- Process merchandise data with attention to detail to ensure proper tracking and reconciliation of product flow.
- Collaborate with operations teams to meet daily targets and support efficient distribution processes.

Assistant Store Manager

Fabletics, Roseville, CA | *Jun 2023 – Jul 2025*

- Managed daily financial operations, including cash register oversight, transaction verification, balancing drawers, and resolving discrepancies.
- Prepared daily financial reports and ensured compliance with company cash-handling policies.
- Implemented operational improvements that increased efficiency and reduced margin of error in financial transactions.
- Trained staff on financial procedures, POS accuracy, and documentation standards.
- Supported budgeting and scheduling decisions using sales and performance data.

Dog Daycare Attendant

Dogtopia, Rocklin, CA | *Jun 2022 – Aug 2022*

- Accurately documented client instructions, service needs, and daily reports to ensure billing accuracy and operational consistency.
- Maintained organized records to support smooth daily operations and customer satisfaction.
- Communicated clearly with clients regarding services, scheduling, and required documentation.

Cashier

T.J. Maxx, Roseville, CA | *May 2021 – Jun 2022*

- Processed cash, card, and credit transactions with exceptional accuracy and adherence to financial procedures.
 - Balanced registers, prepared transaction reports, and supported returns and refunds in compliance with store policies.
 - Assisted customers with purchase decisions, reward program enrollments, and issue resolution.
 - Ensured accurate tagging, stocking, and pricing of merchandise to maintain financial alignment across departments.
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EDUCATION

Bachelor of Arts (B.A.), Business

University of Nevada Reno — *Expected May 2027*

Associate of Arts, Business Administration

Sierra College, Rocklin, CA — *May 2025*

Business Administration Coursework

University of Puget Sound, Tacoma, WA — *May 2025*