

# Jazmin Mabunda

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## Education

Bachelor's in Business Management (Expected June 2029) – University of Nevada, Reno  
General Education Degree – Bishop Manogue High School

## Experience

Muscle Motors Auto Sales – Reno, NV (July 2025 – Present)

### Office Manager

- Managed and organized business transaction records, improving operational efficiency and enabling leadership to focus on strategic growth initiatives, including expansion planning.
- Developed and maintained data-driven spreadsheets to track costs, sales performance, and profitability, supporting marketing and sales strategy decisions.
- Analyzed trends in sales data to help forecast future performance and identify opportunities to increase revenue and customer engagement.
- Collaborated with team members to ensure accuracy in reporting and maintain a productive, goal-oriented work environment.

## Skills

- Data Analysis & Reporting
- Marketing Strategy Support
- Microsoft Excel & Spreadsheets
- Communication & Team Collaboration
- Organizational & Time Management