

# Jazmin Mabunda

jazminmabunda@gmail.com | (775)-203-3468 |

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## Education

**Bachelors in Business Management** Expected Grad. June 2029 University of Nevada, Reno

**General Education Degree** Bishop Manogue High School

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## Experience

Muscle Motors Auto Sales - Reno, NV July 2025-Present

### Office Manager

- Organize records of business transactions and display company expenses and profits. My organization and simplification gives my boss a lot of extra time to make important business decisions to expand our dealership, such as the new location we are opening October 2025.
  - Calculate and create spreadsheets and areas to input company data to track costs and to help predict future profits. Other managers/ administrators use my data to predict future sale trends and choices the business should make to maximize money and production.
  - Communicate alongside my peers to remain precise in our work and keep each other productive and successful. We keep each other on task and work together to piece data together and keep everything running smooth.
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