

Alize Quiroz

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Education

August 2025 - 2029

University of Nevada, Reno, Reno, NV - Bachelor of Science in Business Administration

Major: Marketing and Management

August 2021-May 2025

Southwest Career and Technical Academy, Las Vegas, NV- Career Ready High School Diploma

Experience

FreshPrints — Campus Manager | Reno, NV

September 2025 – October 2025

- Managed relationships with 2+ student organizations to coordinate apparel orders and oversee project timelines.
- Led communication between club leaders and design teams to ensure goals, deadlines, and expectations were met.
- Actively networked with diverse campus groups to expand outreach and build long-term partnerships.

Wee Little Cakes — Dishwasher & Baking Assistant | Las Vegas, NV

May 2020 – June 2022

- Maintained operational efficiency by ensuring all workstations met health and safety standards.
- Contributed to smoother daily workflow by organizing materials and assisting with production setup, reducing prep time by 20%.
- Demonstrated reliability and teamwork by supporting staff with ingredient prep and back-of-house operations.

Opportunity Village Thrift Store — Volunteer Assistant | Las Vegas, NV

January 2024 – May 2025

- Handled the organization and processing of 100+ donated items daily, supporting inventory flow and store productivity.
- Improved store functionality by maintaining dressing rooms, sales floor appearance, and merchandise arrangement.
- Delivered customer assistance with professionalism and positive communication, reinforcing a welcoming environment.

Skills

- Leadership & Team Collaboration
- Operations & Workflow Management
- Communication & Relationship Building
- Time Management
- Customer Service
- Problem-Solving & Adaptability
- Inventory & Organizational Skills

