

Shelby Senecal

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Education

Bachelor of Science in Business Administration – University of Nevada, Reno
Expected Graduation: June 2029

Experience

University of Nevada, Reno – Office for Prospective Students – Reno, NV

Student Worker

Aug 2025–Present

- Greet and assist prospective students and families, providing information about campus resources.
- Support office staff with scheduling, data entry, and event coordination.
- Answer phone calls and emails to ensure clear communication with future students.
- Assist with tours and outreach efforts to promote student engagement.

Acha Construction – Elko, NV

HR Assistant

May 2024–August 2025

- Processed payroll for 100+ employees with accuracy and timeliness.
- Conducted hiring, interviewing, and onboarding of candidates.
- Supported performance analysis and tracked employee metrics.
- Maintained employer - employee relations and assisted with worker safety programs.

Kohl's – Elko, NV

Customer Service Associate

Nov 2023–May 2024

- Operated cash register and processed online orders and returns.
- Assisted customers with inquiries and purchases to ensure satisfaction.
- Stocked merchandise and maintained sales floor cleanliness.

Ranch Hand – Ronan, MT

General Ranch Work

Summers 2021 & 2022

- Fixed fences built and repaired equipment and tended to land maintenance.
 - Fed and vaccinated livestock, supporting overall ranch operations.
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Skills

- FFA Chapter Reporter (2024–2025)
- 4-H Chimney Rock Club – President (2021–2025)
- Osha 10 Hour Certification
- CTE Endorsements: Workplace Readiness, Ag Leadership, Mechanics, Animal & Plant Systems