

SHELBY SENECA

Business Major • University of Nevada, Reno

PROFILE

Detail-oriented Business student with hands-on HR, payroll, and administrative experience. Strong communication skills, leadership background, and a proven ability to manage workflows, support employee needs, and maintain accurate organizational records.

SKILLS

- Payroll processing and performance analysis
- Hiring, interviewing, onboarding
- Workplace safety support
- Customer service and problem-solving
- Communication and leadership
- Organization and time management

EXPERIENCE**HR Assistant — Acha Construction**

Process payroll, track employee performance, assist with hiring, and support employer–employee relations.

Office for Prospective Students — UNR

Provide campus information, assist with visitor interactions, support scheduling and office functions.

Customer Service Associate — Kohl's

Processed returns, online orders, and cashiering responsibilities while maintaining store organization.

Childcare Provider

Managed routines, prepared meals, and supervised children ages 2–7.

EDUCATION

B.S. Business — University of Nevada, Reno (In Progress)