

# Caleb E. Gonzalez Maqueda

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## EDUCATION

### University of Nevada, Reno — Reno, NV

Bachelor of Finance, Minor in Accounting  
Expected Graduation: June 2029

### Carson High School — Carson City, NV

High School Diploma | Class of 2024

## PROFESSIONAL EXPERIENCE

### Self-Employed — Carson City, NV

#### Roofer / Operations & Client Coordinator | June 2022 – August 2025

- Managed project budgets, material costs, and labor planning, reducing waste by 5% annually.
- Oversaw client communication, invoices, and scheduling with a 100% satisfaction record.
- Tracked expenses, supply usage, and work-hour logs for accurate job costing.

### Kei Sushi — Carson City, NV

#### Server | August 2021 – February 2024

- Managed POS transactions and cash handling with high accuracy.
- Increased revenue by 5–10% through upselling strategies.
- Reduced order discrepancies by 15% through improved communication.

### Kei Sushi — Carson City, NV

#### Sushi Chef / Kitchen Staff | August 2021 – February 2024

- Managed inventory, tracked ingredient usage, and reduced waste by 20%.
- Trained new staff, reducing learning time by 30%.
- Maintained detailed prep logs, waste tracking, and quality checks.

## ACCOUNTING & TECHNICAL SKILLS

- Budgeting & cost control
- Financial tracking & expense monitoring
- Invoice handling & data entry accuracy
- Inventory reconciliation
- Excel & Microsoft Office
- POS & transaction systems
- Analytical and detail-oriented

## CERTIFICATIONS

- CPR Certified (2021)