

Jeannie Arana

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<https://jeanniarana.wixsite.com/jeannie-arana-1>

Skills

- Demonstrator Training
- Creative Thinking
- Punctual and Reliable
- Microsoft Office Suite (Word, Excel, & PowerPoint)
- Administrative Functions
- Data-driven decision-making
- Interpersonal communication
- Time management

Experience

Administration Support - *Costco Wholesale*, Stockton, CA · January 2022- Current
Demonstrate adaptability by quickly familiarizing with new industry-specific software platforms as required.

Follow established auditing processes to meet internal and regulatory requirements.

Adapt plans and schedules to meet changing priorities of work objectives, resources, and workload demands.

Apply critical thinking to effectively troubleshoot discrepancies, resulting in the detection of errors worth thousands of dollars.

Product Merchandiser - *Costco Wholesale*, Stockton, CA · April 2015 - Current
Regularly evaluate customer feedback and shopping patterns to identify opportunities for improvement in product offerings and presentation strategies.

Front-End Supervisor - *Costco Wholesale*, Modesto, CA · May 2016 - July 2016
Led a team of thirty individuals in a dynamic and fast-paced environment as part of a Supervisor-in-Training program.

Education

Bachelor of Arts: Communication Studies - *University of California, Stanislaus* · May 2024
Graduated Summa Cum Laude with a 4.0 GPA.

Nominated for Outstanding Student of the Communication Department.

Phi Kappa Phi honor society alumna.

Associate of Arts: Communication Studies for Transfer - *Modesto Junior College* · December 2020
Graduated with honors.

Associate of Arts: General Studies: Natural Sciences - *Modesto Junior College* · August 2020
Graduated with honors.