

# Gandena Larsen

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## EXPERIENCE

### TK Consulting Engineers, Austin, Texas— *Office Assistant*

2024 - present

- Maintain accounts receivable.
- Create invoices in MS Word from timesheet data.
- Call and email clients with past due invoices.
- File accounting and project information.
- Prepare and file legal documents.
- Answer incoming calls.
- Organize the office.
- Run errands including to courthouses, clients, and other engineering firms.

### Waxxpot, Austin, Texas— *Receptionist*

2023 - 2024

- Greeted customers entering the front reception area.
- Scheduled, refunded, and processed payments.
- Cleaned and organized the front desk reception area and the rooms used for services.
- Prepared muslin for the estheticians to use when waxing.
- Ran errands for picking up and delivering supplies.
- Answered incoming calls.
- Called clients for appointment reminders.
- Closed and opened the office independently.

### Victoria's Secret, Austin, Texas— *Sales Associate*

2022 - 2023

- Used cash registers to process customer purchases and refunds.
- Organized clothing items.
- Greeted customers at the front of the store.
- Provided fitting assistance and guidance to customers.
- Checked inventory after store hours.
- Opened and closed the store with other sales associates.

## SKILLS

Works well with others

Organized

Efficient

Works well under pressure

De-escalate situations

Friendly

Goal-oriented

Quick learner

## AWARDS

Austin Top Model of 2018

## LANGUAGES

English

Czech-beginner

## **Starbucks, Austin, Texas— *Barista & Cashier***

2020 - 2022

- Greeted customers at the cash register.
- Processed orders, payments, and any complications with refunds.
- Made drinks custom to the customer's requests.
- Cleaned the work area according to food safety requirements.

## **Hidden Willow Equestrian Center, San Marcos, Texas— *Camp Counselor/Horse Trainer***

2018 - 2020

- Monitored the safety and well being of the horses and kids attending the summer camps.
- Led lessons for kids aged 7 years old to 16 years old. They were taught how to ride a horse safely and take care of the horses.
- Fed, watered, and administered medication to the horses.

## EDUCATION

### **Austin Community College, Austin, Texas**

2020 - 2023

- English-Composition 1
- Choir-Level 1
- Vocal-Level 1
- Piano-Level 1
- Legal Aspects of the Music Business
- Songwriting 1
- US History
- Business Calculus
- College Algebra
- Intro to Psychology
- Music Publishing

### **Austin Community College - Summer 2025**

Accounting/ Bookkeeping Certificate

- Intro to Accounting
- Computerized Accounting (Quickbooks)
- Business Principles
- Excel