

Marissa Mansanas

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Education

University of Nevada, Reno

Expected Grad. May 2029

Bachelor of Science in Business Administration

- Honors College, with an emphasis in Information Systems and a minor in Graphic Design

Las Vegas Academy of the Arts

College and Career Ready Diploma

- Ranked 12/367 | 3.983/4.000 Unweighted GPA | 4.935/4.00 Weighted GPA
- 7 AP | 3 dual enrollment courses

Experience

City of Reno Parks and Recreation – Reno, NV

October 2025 – Present

Sierra Kids Recreation Specialist II

- Monitors participant activity and attendance, processing participation requests and incident reports
- Leads participants in activities and/or may monitor activities led by other staff.
- Checks and replenishes supplies and resource materials used for activities.
- Sets up and stores equipment, checks facility as needed, securing surrounding areas for safety

Doral Academy Cactus Campus – Las Vegas, NV

September 2024 – May 2025

Dragon's Den: Before & After School Enrichment Instructor

- Collaborated with a team to supervise up to 90 K-8 students in after-school programs
- Facilitated recreational activities such as board games, sports, and arts & crafts
- Aided with homework while safely responding to conflicts and emergencies

SkillsUSA Chapter of Las Vegas Academy – Las Vegas, NV

September 2023 – February 2025

Graphic Designer

- Illustrated assets for murals installed in a treatment room and letterform structure at Sunrise Children's Hospital
- Coordinated printing of the vinyl using wide-format Epson printers

Campus Club Uniforms – Las Vegas, NV

June 2024 – August 2024

Customer Representative

- Processed and generated manual invoices and receipts accurately
- Streamlined office inventory tracking by organizing and filing physical receipts
- Organized and stocked merchandise in the warehouse and sales floor according to company procedures
- Served customers in a friendly, welcoming manner following steps of service

Skills & Certifications

- Adobe Certified Professional in Visual Design (December 2022)
- Collaboration & Cross-Functional Teamwork
- Emotional Intelligence & Empathy
- Customer-Oriented Service
- Proficiency in Microsoft Suite