

MARU GARCIA

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BBA in Cybersecurity graduate with hands-on experience in retail technology, financial operations, inventory systems, and data management. Seeking an entry-level role in IT support or business operations where I can apply both my technical education and real-world operational experience.

SKILLS & COMPETENCIES

IT & Technical Support: point-of-sale system setup & troubleshooting, printers, tablets, PCs, pin-pads; MyWalmart app; digital fulfillment software; inventory management systems; planogram resets

Operations & Management: Staff training, scheduling, payroll, P&L review, inventory control, process documentation, cross-functional coordination

Financial: Account reconciliation, accounts payable & receivable, expense tracking, journal entries, cash handling, bank deposits

Platforms & Software: Microsoft Office Suite; QuickBooks; Dropbox; DoorDash & Uber Eats vendor portals; GoDaddy web management; Instagram & Facebook; GitHub Pages

Programming & Data: SQL, Python, Java, R; Tableau; Excel (pivot tables); data visualization and dashboards

WORK HISTORY

Health & Beauty Department Associate | *Walmart – Cibolo, TX* | 04/2026 – Present

- Performed inventory discrepancy investigations through Walmart's Pinpoint process, diagnosing root causes when system records conflicted with physical stock — including misplacement, visibility issues, or unrecorded depletion
- Reset product modulars using the MyWalmart app, scanning updated section locations into the system and implementing new layouts, shelf configurations, and vendor graphics in alignment with system-directed planogram specifications
- Conducted precounts across high-shrink product categories using a proprietary inventory application, applying risk-based prioritization and generating barcoded section labels to preserve accurate data ahead of third-party verification
- Reviewed incoming feature shipments daily, made independent placement decisions based on product category logic, and updated item locations in the system for accurate lookup across the Walmart and MyWalmart apps

Remodel & Digital Fulfillment Associate | *Walmart – New Braunfels, TX* | 07/2025 – 04/2026

- Operated proprietary digital fulfillment software and mobile scanning technology to accurately process and fulfill customer orders in a fast-paced environment
- Organized and staged completed orders by fulfillment type and order number, ensuring efficient retrieval for delivery drivers and pickup associates while consistently meeting automated performance metrics
- Assumed team lead responsibilities in the supervisor's absence, coordinating task assignments and keeping the team on schedule
- Interpreted floor plan documentation to guide accurate product placement and updated item locations in the internal inventory system
- Executed large-scale physical remodel tasks under strict project timelines, maintaining accuracy and attention to detail

Operations & Bookkeeping Lead | *Menchie's Frozen Yogurt – San Antonio, TX* | 08/2019 – 02/2024

- Managed full-cycle bookkeeping in QuickBooks including accounts payable and receivable, account reconciliation, invoice and receipt organization via Dropbox, and payroll processing for up to nine employees
- Reviewed profit and loss statements with regional representatives during quarterly visits, demonstrating financial accountability beyond typical store-level management responsibilities
- Standardized daily operations through reusable shift checklists and a reorganized backroom system; managed product and menu data across DoorDash, Uber Eats, GoDaddy, Instagram, and Facebook
- Led end-to-end hiring including job postings, interviews, and onboarding; executed strategies that increased net sales by 16% from 2022 to 2023
- Installed, configured, and troubleshoot point-of-sale systems, pin-pads, tablets, PCs, and printers to ensure uninterrupted store operations

EDUCATION

Bachelor of Business Administration – Cybersecurity | *University of Texas at San Antonio* | 12/2021
Graduated Summa Cum Laude

PROJECTS & CERTIFICATIONS

Personal Website | *mayrangelie.com* — HTML, CSS, JavaScript, deployed via GitHub Pages | 06/2024 – 08/2024

Google Data Analytics Professional Certificate | *Excel, SQL, R, Tableau* — data cleaning, analysis, and visualization | 09/2024