

LUKE SOUZA

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EDUCATION

Bachelor of Business Administration – Accounting (In Progress), University of Nevada, Reno — Expected June 2029

General Education Degree, Lassen High School

EXPERIENCE

Grocery Outlet – Susanville, CA | Manager | Aug 2024 – Aug 2025

- Performed daily cash-handling duties, logging safe books and preparing accurate deposit slips.
- Assisted 200+ customers daily while maintaining transaction accuracy and resolving discrepancies.
- Analyzed sales data to identify trends and maximize departmental revenue.
- Supervised team operations to ensure compliance with store policies and financial procedures.

Sierra – Reno, NV | Retail Associate | Nov 2025 – Present

- Maintained accurate inventory levels through product processing and stock checks.
- Provided customer support and ensured accurate POS transactions.
- Supported merchandising and store organization to improve workflow efficiency.

COMMUNITY SERVICE

Susanville FFA Member (2021–2025)

- Assisted with community events, developing teamwork, organization, and leadership skills.

FFA Fun 5K Volunteer (2025)

- Created directional signage and supported event logistics.

Convalescent Home Easter Event (2021–2025)

- Participated in annual service activities, supporting community engagement.

SKILLS

- Financial Data Entry • Cash Handling • Sales & Inventory Analysis • Attention to Detail
- Customer Service • Leadership • POS Systems • Microsoft Excel