

# Randy Nakhla

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## Randy Nakhla

1944 Magnolia Dr.  
Henderson NV 89014

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[RandyNakhla@gmail.com](mailto:RandyNakhla@gmail.com)

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## Skills

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Advanced knowledge and enthusiasm of installing, testing, configuring, & patching software and hardware.

Completed 2 year hands on Computer User Support program.

Complex problem solving with desktop/ laptop/mobile device applications and hardware, as well as various operating systems.

Critical thinking and teamwork collaboration skills.

Great customer service, awarded *Employee of the Year for Crystals City Center 2019*

Published Author

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## Experience

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### Crystals City Center / Supervisor

December 2011- March 2020 Las Vegas

Coding the general ledger, and processing vendor invoice payments.

Supervise up to 6 employees per shift.

Manage scheduling, on-boarding, training, tip compliances, and payroll.

Distribution of daily tips to all employees.

Balance accounts receivable.

Maintain Excel reports for verification and approval using an enterprise level tracking system.

Maintain inventory control, such as office supplies, vehicle counts, and payroll.

Human Resources duties, including insurance claims, employee evaluations, and write ups.

Data entry, accounting, and filling of daily, weekly, and monthly expense reports.

Supervisor to a department which achieved the LEED Gold Award for Customer Service.

*Awarded Employee of the Year for Crystals City Center 2019*

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## Education

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### **Nevada State College / Bachelor's Degree**

Aug 2018 - Dec 2020, Henderson

History major. Elective course work includes Psychology, Sociology, and Criminal Justice.

### **College of Southern Nevada / Associate's Degree**

Aug 2016 - May 2020, Henderson

Associates of General Studies, with emphasis on Information Technologies.

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## Certificates

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### **Computing and Information Technology** Completed May 18th, 2012

College of Southern Nevada- Computing and Information Technology Program

### **GIZA: Pyramids of Giza: Ancient Egyptian Art and Archaeology** - Completed April 23, 2021

HarvardX, Of Harvard University

## References

Jacklyn Valdez Expedia Group Destination Coordinator  
702-379-9520

Derrick Nolasco Las Vegas Metro Police Department Officer  
702-241-4551

Christopher Malek Sara Lee Franchise Owner  
702-283-3878