

Highlights:

- Microsoft Office proficiency
- Microsoft Word, Excel, PowerPoint & Outlook
- Excel spreadsheets
- Meticulous attention to detail
- Excellent customer service, communications, and organizational skills
- Strong time management skills
- Ability to work in a fast paced environment
- Self-directed
- Dedicated team player
- Quick learner/Problem solver

Summary of Qualifications:

Exceptional written and verbal communication skills. Able to build strong professional relationships. Management skills. Highly self-motivated, detail and goal oriented, and efficient. Strong leadership abilities and executes tasks with diligence and vitality. Recognizes and readily anticipates obstacles. Strong problem resolution skills

Experience:

MAC Cosmetics

Philadelphia, Pa

3rd Key Holder/Product Specialist

February 2011 to Present

- Managed a staff of 12 employees
- Organize and maintain filing system, Faxed reports, answered emails and answered multi telephone system
- Managed all functions to properly open and close store using company guidelines and policies.
- Managed the office area, including greeting visitors and in-person requests for information.
- Helped maintain clean, safe sales and stock areas and resolve maintenance issues on a timely basis
- Coordinate the schedules of employees to accommodate store needs.
- Participate on conference calls and attend sales meeting required
- Opened and closed store, Maintained all safety and security standards and identify and communicate potential problem issues
- Demonstrated products to clients, and provided instruction in makeup application.
- Strong knowledge of product, product demonstration of cosmetics and skin-care, ability to pinpoint, understand, and properly recommend products that will best suit customers needs and problems
- Helped maintain a cohesive, cooperative work environment through team building and motivation
- Ordered supplies weekly, and shipped out packages
- Completed daily/weekly/monthly reports
- Distributed weekly/monthly/yearly touch-bases to staff

Platinum Shears Unisex Salon II

Philadelphia, Pa

Make-up Artist/Salon Assistant

January 2007 to March 2011

- Questioned patron to determine hairdressing requirements.
- Cleaned and styled wigs and hairpieces.
- Specialized in dressing hair according to latest style, following instructions of patron.
- Treated scalp conditions and hair loss, using specialized lotions, shampoos, and equipment such as infrared lamps and vibrating equipment.

- Provided assistance in beauty services for customers.
- Styled hair by blowing, cutting, trimming and tapering, using clippers, scissors, razors and blow-dryer.
- Applied bleach, dye and tint to color hair.
- Applied makeup to clients upon request.

Steve Madden Inc. New York, NY
Administrative Assistant March 2006 to January 2007

- Reports included time-and-attendance records, terminations, new hires, transfers, budget expenditures and statistical records of performance data.
- Prepared reports including conclusions and recommendations for solution of administrative problems.
- Assisted in the preparation of budget needs and annual reports of the organization.
- Compiled, stored and retrieved management data, using computer.
- Planned travel arrangements for executives and staff
- Dispersed incoming mail to correct recipients throughout the office.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Received and screened a high volume of internal and external communications, including email and mail.

Education:

Paul Mitchell Beauty Academy Ambler, Pa
Cosmetology March 2007 to March 2009

- Over 950 hours of training on cosmetology.
- Served as president of Student Council Organization.
- Financed studies by part-time work at Platinum Shears Unisex Hair Salon II.

Delaware State University Dover, De
Broadcast Journalism; Fashion Marketing August 2000 to June 2002

- Major in Broadcast Journalism; Minor in Fashion Marketing.
- Maintained a 3.7 grade point average.
- Earned above average grades while working part-time and participating in campus activities.
- On Dean's List for 4 consecutive semesters.
- Served as President of Student Government.

References:

Available upon request