

# Robert Smith

## Freelance Makeup Artist/Assistant

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Address: 1737 Marshville Road, Alabama

### SUMMARY

Administrative Assistant who continually maintains a positive attitude while interacting with demanding clients. As a volunteer I serve as the primary point of contact for both in-house and external phone and website queries. My experience goes above and beyond basic administrative tasks and takes on multiple projects at once. An excellent work ethic is displayed with strengths in boosting company morale.

### SKILLS

Inventory Management, Sales, Operations, Maintenance Management, Money Handling, Payroll/General Clerical Work, Management, Makeup Artist.

### WORK EXPERIENCE

#### Freelance Makeup Artist/Assistant

ABC Corporation - October 2010 - March 2015

- Provide makeup consultations and trials to brides prior to their wedding date.
- To provide beauty services to clients as well as maintain a full and up to date makeup kit for each job provided.
- Keeping up to date on makeup beauty and fashion trends.
- Making a very important day perfect for my clients was very satisfying to me.
- Perfect bridal makeup and any assistance with the brides gown and/or brides maids gowns as well.
- Keeping in touch with my bridal party on a regular basis prior to any meetings or day of event was a huge part of my job.
- Skills Used Customer Service, money handling, making calls, punctuality, makeup skills, bridal hair updos, personal and people skills.

#### Freelance Makeup Artist

M.A.C Cosmetics - 2005 - 2010

- Freelance Make-up Artist Teach and show clients different techniques with the make up Learn the clients skin type and advise the client on which products to use Create the clients specified look to your best ability Apply makeup for big events including weddings, funerals, holidays, and outings.
- If a client wants to set an appointment, inform them on the \$55 product purchase Apply makeup to clients using a color palette and different tools such as mascara, sponges, eyebrow shapers, lip liners, brushes, and applicators.
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## EDUCATION

NASM Certification in Fitness - (NASM - Orlando, FL)