

Objective

Motivated self-starter with experience in Office and Customer Relations. Proven ability to work with difficult situations and provide a high level of service to partners/clients. Dedicated and enthusiastic professional with more than three (3) years experience in the office environment and customer relations. Skilled in tracking details, communicating deadlines, and following-up with internal and external partners/customers to ensure on-time completion.

Skills

Customer Service, Microsoft Office, Computer And Technical Skills.

Work Experience

Hair Designer Makeup Artist

ABC Corporation - November 2010 – August 2012

- Provided makeup, consultations, and application for customers and other cosmetic services as requested.
- Assisted the photographer with clients and clean up duties as needed.
- Upheld high courtesy and customer service standards for every client.
- Consulted with clients on skincare and beauty.
- Recommended makeup choices to clients on an individual basis.
- Assisted photographer with special events and sales.
- Inspected service areas to ensure cleanliness, sanitized the treatment places and application tools after each use.

Makeup Artist

Bobbi Brown Cosmetics - 2006 – 2010

- Scheduled makeovers for clients.
- Recruited potential customers in the store.
- Planned and executed promotional events.
- Organized and maintained department.
- Exceeding personal sales goals.
- Maintaining a clientele.
- Performing and teaching advanced artistry to clients..

Education