

Monique Ahlheim

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Career Objective

Self-taught makeup artist with 7+ years of experience aiming to leverage media and logistics experience alongside a proven knowledge of beauty services, SFX makeup, clerical duties, and customer service in order to be a versatile asset to your company. Frequently praised as results-oriented, creative, efficient, and adaptable by my peers, I can be relied upon to help anyone bring their vision to reality.

Education

UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

Greensboro, NC

Bachelors of Arts and Sciences in Media Studies (2021)

- **GPA: 3.7**
- **Award and Honor:** Magna Cum Laude
- **Extracurricular Activities:** Tau Sigma National Honor Society: Eta Omicron Chapter, The National Society of Collegiate Scholars

SANDHILLS COMMUNITY COLLEGE

Southern Pines, NC

Associates of Arts (2018)

- **GPA: 4.0**
- **Extracurricular Activities:** College President's List Honor Roll, classical guitar performer in Winter and Spring Student Showcases

Media Experience

Project: Mini-documentary, *Ultimate Frisbee with Joshua*

Position: Lead Editor and Audio

Technology used: Canon DSLR, Google Drive, Adobe Premiere Pro, Trello, Slack, Zoom

Project: Video Essay, *Bohemian Rhapsody: A Video Analysis*

Position: Writer, Narrator, Editor

Technology used: Adobe Premiere Pro, Final Draft, FIFINE Studio Condenser Microphone

Project: Teaser Trailer, *Knives Out*

Position: Editor

Technology Used: Adobe Premiere Pro, Google Slides

Project: Short Script, *FLAT*

Position: Writer

Technology Used: Final Draft, Zoom

Project: SFX Makeup Showcase, *Halloween Costume Party 2017, 2018, & 2019*

Position: Event Organizer, SFX Makeup Artist

Technology Used: Google Docs, SENSYNE Ring Light

Work Experience

Ulta Beauty

Southern Pines, NC

Service and Logistics Coordinator

December 2021-Current

- Duties consist of overseeing all floor ad sets and planograms, ensuring correct execution and maintenance.
- Receiving and processing weekly shipments of 5,000+ products.
- Conducting weekly Cycle Counts of corporate-specified products to ensure inventory accuracy.
- Systematically locating inventory discrepancies and submitting 200+ corrections weekly.
- Reviewing/interpreting financial and operational reporting, including corporate visits and audit results.
- Forecasting/adjusting payroll to maximize productivity and workload.
- Identifying underperforming metrics and generating strategic solutions by leveraging existing resources.
- Enhancing associate engagement by building a high-performance environment to inspire and reduce turnover.
- Promoting operational excellence by sharing best-practices, establishing priorities and providing support.

Key achievements:

- Upheld operational excellence to facilitate weekly store earnings of \$100,000+.
- Conducted quarterly realignments of the store floor plan, building new in-line displays and shifting 2,000+ SKUs.

Lancôme*Specialist Beauty Advisor***Southern Pines, NC***March 2020-December 2021*

- Provided professional makeup applications, skin care analyses and product demonstrations to ensure the best fit for clients during events such as weddings, parties, and ceremonies.
- Advised and educated clients on current trends, a myriad of products, and general skincare principles and procedures.
- Hosted store-level Lancôme events and assisted during corporate generated Lancôme events, achieving \$4,500 sales goals per event.
- Fostered strong in-store and vendor relationships to reinforce training, in-store events/promotions, and identify areas of improvement as needed.
- Engaged with Corporate Leaders on a weekly basis to create business goals, and further develop product knowledge and client relation strategies.
- Attended quarterly Continuing Education Trainings conducted by The Lancome Education Team to keep abreast of new trends, products, and best practices.

Key achievements:

- Met and exceeded corporate-determined weekly sales goals of \$4,700 during the off season and \$6,000 during high traffic periods.
- Monitored inventory accuracy of 2,000+ SKUs and completed tester order logs for the corporate Lancome office for 500+ SKUs.

Ulta Beauty*Prestige Beauty Advisor***Southern Pines, NC***November 2015 — March 2020*

- Conducted consultations to understand clients desired outcomes and assessed skin type, tone, and needs to best serve the client.
- Monitored stock within prestige categories and ensured compliance with hygiene standards for over 10,000 SKU's
- Executed and maintained visual merchandising standards
- Worked closely with the Service and Logistics coordinator and Retail Operations Manager to complete weekly operations tasks including planograms and processing shipment.

Key achievements:

- Maintained store standards while utilizing expert product knowledge and customer service to achieve a \$50,000+ weekly prestige sales goal.
- Developed community reputation through commitment to customer satisfaction, integrity, and empathy.

Additional Skills

- Experience working with clients from all walks of life.
- Friendly, enthusiastic and empathetic.
- High proficiency in Mac OS, Adobe Premiere Pro, Microsoft Office, Google Workspace apps, and Final Draft.
- Avid weightlifter, capable of moving and lifting machinery and equipment.
- Excellent verbal and written communication.
- Ability to thoroughly articulate needs when training incoming associates.
- Strong interpersonal and leadership skills.
- Consistently strives for a positive atmosphere that promotes growth and success.
- Passionate about leading group projects and collaborating on existing projects.
- Focused on making a positive impact in the lives of others.