

## COLOR CONSULTANT

### Summary

Adaptable and ambitious administrative professional with 5+ years experience in accounting and finance, real estate, as well as customer service.Â

### Experience

November 2016

to

Current

Company Name City , State Color Consultant

Sephora is one of the largest cosmetic retailers world wide. As a Color Consultant my daily responsibilities include:

- Achieving the stores daily sales goal by assisting clients with their product purchases.
- Analyzing skin condition and make appropriate product recommendations.
- Working as a team with colleagues and participating in weekly competitions/games, themes, etc.
- Stocking shelves, supplies, and organizing displays.
- Developing positive customer relationships through friendly greetings and excellent service.

June 2012

to

September 2016

Company Name City , State Office Manager

McHugh CPA Group is a family owned accounting office located in Atlanta, GA. Microsoft proficiency, meticulous attention to detail, strong problem solving, and customer service were required skills needed as an Office Manager. Daily responsibilities:

- Preperation of tax returns, E-filing, and POA's (Power of Attorney).
- Managed accounts payable/recievable.
- Oversaw inventory and office supply purchases.
- Helped distribute employee notices and mail around the office.
- Performed complex general accounting functions, including preperation of journal entries, account analysis, and balance sheet reconciliations.
- Screened applicant resumes and coordinated both phone and in-person interviews.

March 2011

to

July 2012

Company Name City , State Receptionist

Â Worked for RE/MAX as an entry level receptionist.Â Daily responsibilities included:Â

- Planned and coordinated logistics and materials for board meetings, committee meetings, and staff events.
- Managed office supplies, vendors, organization, and up keep.
- Coordinated, scheduled, and arranged meeting and travel calendars, including business and social events.
- Opened and properly distributed incoming mail.
- Directed guests and routed deliveries and courier services.

### Education

May 2010

Norwich Free Academy City , State High school

### Skills

- Excellent communication skills
- Articulate and well-spoken
- Accurate and detailed
- Microsoft Office proficiency
- Social media knowledge
- Team building
- Invoice rocessing
- Strong client relations