

KAITLYN JEAN BOEHM

bmxkaitlyn@gmail.com | Las Vegas, NV | 702-556-3295

OBJECTIVE

Highly motivated and dedicated Makeup Artist and office assistant for 2+ years seeking employment in the beauty industry or in office settings, where I can maximize my experience in makeup artistry, retail, communications, and office work.

EXPERIENCE

Nevada House of Hose

October, 2018 - December, 2018

Executive Assistant / Front Desk Receptionist

- Clerical and administrative work, such as copying files, filing important documents, maintaining and creating customer, vendor, and accounts payable files.
- Receiving and dispatching phone calls for executive staff and customers.
- Creating credit accounts and files for new customers, maintaining organization of files with over 100+ vendors and customers.
- Sending/receiving emails and faxes from all over the Las Vegas valley - including customers and vendors.

Sephora Inside JCPenney

May, 2019 - November, 2019

Beauty Advisor

- Stocking shelves/displays with products.
- Color-matching clients to find their perfect makeup products.
- Professional interaction with customers, supervisors, and peers.
- Troubleshooting any conflicts that might occur.
- Knowledge of the till -- ability to close/open registers.
- Maintaining a clean and organized sales floor, greeting and welcoming clients.

Central Church

July, 2017 - November, 2019

Volunteer Front Desk Receptionist

- Receiving and signing for packages for Pastors and other staff members.
- Answering 100+ calls a day, transferring to correct departments and answering inquiries that members had.
- Sending and receiving emails from various staff members about, packages, inquiries from members, and events.
- Assisted walk-ins with finding the right staff member or personally helping them to the best of my abilities.

ACHIEVEMENTS

- Nevada PTA: Student of The Year Award, won in 2017 for volunteering my time to help out the Nevada PTA in setting up events, meetings, and running the registration table at conventions.
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EDUCATION

Odyssey Charter High School

August 2016 - May, 2018

High School Education

L Makeup Institute

July, 2018 - November, 2018

Mastering the Art of Beauty, Airbrush, SFX Makeup

SKILLS AND INTERESTS

- My skills and interests include: Macintosh & PC knowledge, Microsoft Word & Powerpoint, Google Documents & Slides, Six-line phone system, most social media platforms, customer service, guest services, fax systems, organizational skills, and time management skills.

References, Certification, and Portfolio available upon request.

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