Aila

Aila.339734@2freemail.com

**OBJECTIVE**

To handle a challenging position wherein I can utilize my knowledge and skills in the field of management and to acquire a position that will give me the opportunity to share my expertise, problem solving skills and willingness to learn to make an organization more successful.

**PROFESSIONAL EXPERIENCE**

**RECEPTIONIST / ADMIN**

**May 2014 – Nov 2016**

**Matrix Glam Squad by Ivy Varona**

**Timog Ave., Q.C, Philippines**

* Greet clients and guest who visits the establishment
* Responsible in answering incoming and transferring calls
* Attending to the inquiries and providing right information to the customer.
* Monitoring Sales
* Preparing salary and commission to the employees.
* Responsible for filing invoice, receipt and vouchers
* Maintaining and updating client records

**Hair and Make-Up Artist**

**May 2014 – Nov 2016**

**Matrix Glam Squad by Ivy Varona**

**Timog Ave., Q.C, Philippines**

* Creating hair styles for formal events
* Styling and dressing hairpieces, extensions, and wigs
* Learning and perfecting new styles and techniques
* Waxing eyebrows and facial hair
* Trimming, cutting, and shaving hair using clippers, scissors, trimmers, and razors
* Maintaining work stations and sanitizing tools and equipment
* Applying chemical setting, straightening, or curling solutions
* Using curlers, rollers, hot irons, and curling irons
* Applying hair color, dye, and tints
* Apply makeup, cosmetics, mascara, eyelash, lip liner, eye liner, powder etc.
* Shape eyebrow, lip line, hair, and facial hair
* Style hair in different looks/hairdressing
* Sketch different looks for a character
* Read scripts and arrange sittings with director and producer to identify proper looks for characters
* Makeup for different events like weddings, dates, etc.
* Makeup for bride, bridesmaids, and family members
* Makeup trial for bride
* Makeup for theater and TV/ film production
* Special effects makeup using prosthetics, wigs, and other materials
* Photograph final result for future reference
* Buy cosmetics from vendors
* Sell cosmetics to clients
* Remove makeup from clothes
* Remove makeup after performance/event
* Give advice to clients about maintaining hygiene after applying/removing makeup

**FILING CLERK**

**May 2013 - March 2014**

**Evb Book Keeping**

* Responsible for performing office tasks such as filing and/or maintaining confidential records, processing transactions and other similar duties
* Maintained high-quality relationships with customers by addressing concerns/discrepancies and providing relevant solution in a timely and effective manner.
* Respond to inquiries.
* Establish and maintain supplier accounts.
* Ensure transactions are properly recorded.
* Assist with the annual audit.
* Maintain financial files and records.
* Manage the filing, storage and security of documents.
* Coordinating with supplier's for office stationeries.
* General office support including reception, answering phones and arranging couriers.

**EDUCATIONAL BACKGROUND**

**Tony Galvez School of Cosmetology**

Cosmetology | Philippines

Graduate (2012-2014)

**Lyceum of the Philippines Univerity**

Bachelor's/College Degree in Business Administration| Philippines

Undergraduate (2009-2011)

**Jose J. Leido Memorial National High School**

High School Diploma in Others | Philippines

Graduate 2009

**SKILLS & ATTRIBUTES**

* Self-learner with Commitment to Excellence in Attitude, Team Player, Relationship Building Skill, Client Focus & Organizational Awareness.
* Computer skills in Microsoft Office (Word, Excel Outlook)
* Hands on experience in creating and maintaining complex sales reports
* Honest and Trustworthy
* Respectful and Flexible at Work
* Possess cultural Awareness and Sensitivity
* Cosmetics, Good Communication Skills, Sales Skills

**HOBBIES & INTERESTS**

Reading Articles, Travelling, Sports: Swimming/ Athletics, Theatre Acting, Music, Cooking and Movies

**PERSONAL INFORMATION**

Age : 23 years old

Nationality : Filipino

Civil Status : Single

Height : 5'5"

I hereby declare that the above detail is true and correct. Reference is available upon request.