

## Education

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- 04/13 – 11/14**      **Cosmetology License**  
Paul Mitchell the School Raleigh - Raleigh, NC
- 07/05 – 12/06**      **Associates Applied Sciences / Digital Animation**  
Living Arts College - Raleigh, NC

## Employment

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- 06/17 – Present**      **Sales Coordinator, Urban Decay Cosmetics – Raleigh, NC**
- Managing Raleigh Crabtree Belk and Friendly Greensboro Belk Account including: Hiring and Training, Event Planning, Employee Performance Appraisals, Disciplinary Actions, Coaching Counter Managers, Maintaining strong business relationships with Belk Management, and pushing teams to reach and exceed sales goals.
  - Managing two Selling Specialists of which I am their direct report including: Scheduling, Hiring, Training, Performance Appraisals, and Coaching to meet and exceed sales goals.
  - Responsible for servicing the following Ulta Accounts: Raleigh, Cary, Apex, Morrisville, Fayetteville, Greensboro, Greenville, Jacksonville, Wilmington, Morehead, Burlington, Winston Salem. This includes: Traveling to each location for sales support, Event Planning and execution, Cluster Trainings, Maintaining strong business relationships with Ulta management.
- 04/15 – 06/17**      **Counter Manager, Urban Decay Cosmetics – Raleigh, NC**
- Efficient scheduling of Beauty Artists.
  - Conduct weekly action plans to coach Beauty Artists on sales performance, behavior, and artistry.
  - Maintain communication and healthy relationship with Belk management.
  - Plan and successfully execute Corporate and store planned events.
  - All Beauty Artist expectations listed below are included in this position.
- 05/13 – 04/15**      **Beauty Artist, Urban Decay Cosmetics – Raleigh, NC**
- Demonstrate and applying product selling techniques to achieve a daily personal sales goal.
  - Pulling clients and booking appointments for events and teaching artistry classes.
  - Maintaining a clientele log and referring to it to meet client expectations.
  - Upholding cleanliness and maintenance of counter including register count down, executing fixture updates.
- 09/07 – 05/14**      **Color Expert/ Color Lead/ Beauty Studio Captain, Sephora – Raleigh, NC**
- Consultations, product demonstrations, corrected inventory assortment quantities.
  - Planned and executed events and contests, maintaining brand cleanliness and register operation.
  - Photo shoot and fashion show key artist. Beauty Studio Captain tracked consultations, booked appointments.
  - Managed cast member time with clients and coached to essential selling behaviors.
  - Created and delivered weekly touch bases for team building, sales focus and behavioral focus.
- 12/06 – Present**      **Freelance Artist, Self Employed – Offsite**
- Makeup Artistry, Hair Styling, Digital Painting, Oil Painting and Illustration for various clients.
- 05/06 – 12/06**      **Sales Specialist, Bebe Clothing Store – Raleigh, NC**
- Customer service, cashier, store maintenance, reaching sales goal commission. Set up floor sets.
- 11/05 – 05/06**      **Assistant Manager, Suncoast Motion Picture Company – Raleigh, NC**
- Managed schedules, store maintenance, customer service, and merchandising.
- 08/02 – 06/04**      **Cosmetic Consultant, JC Penney – Fayetteville, NC**
- Client makeup application, cashier, area maintenance, and customer service.

## Paul Mitchell the School Raleigh – Acknowledgements

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- Caper 2015 Las Vegas Attendee and Platform Artist
- Graduated with Cutting honors 2014
- Phase 2 promotion 800 - 1500 hours
- Caper 2014 Las Vegas Attendee

## Sephora – Acknowledgements

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- CMA Certified – Raleigh, NC
- Color Encore – New York, NY
- SOS Training (Science of Sephora) – Fort Lauderdale, FL

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**CHRISTY PONTE**  
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## Brand Training

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Alterna	Bumble & Bumble	Jack Black	Marc Jacobs	Shiseido
Anastasia	Caudalie	Kat Von D	Murad	Smashbox
Bare Essentials	Cargo	Kinerase	Nars	Stila
Benefit	Christian Dior	Lancome	Ole Henriksen	Tarte
Bite Beauty	Fekkai	Laura Mercier	Perricone	Too Faced
Bliss	Fresh	Lorac	Philosophy	Urban Decay
Boscia	Guerlain	Make Up Forever	PTR	YSL