

Alanna Paxton

Verdi, NV 89439

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Professional Summary

Dedicated and compassionate healthcare-focused student pursuing a degree in Public Health. Brings strong customer service experience, dependable work habits, and the ability to remain calm and effective in fast-paced environments. Skilled in communication, multitasking, and support roles requiring empathy and attention to detail. Seeking an entry-level healthcare opportunity where I can support patients, assist staff, and grow within the healthcare field.

Core Strengths

- Strong Work Ethic & Reliability
- Excellent Time Management
- Compassionate, Patient-Centered Service
- Multitasking & Prioritization
- Team Collaboration & Leadership Support
- Problem-Solving & Initiative
- Positive and Professional Attitude

Relevant Experience**Child Care Provider**

2019 – Present

- Provide childcare for several families during after-school hours, weekends, and school breaks.
- Maintain a safe, supervised, and structured environment.
- Communicate effectively with parents and respond to children's needs with patience.

Additional Work Experience

Ulta Beauty — Reno, NV

Beauty Advisor / Lead Cashier | June 2023 – Present

- Deliver personalized customer service and assist guests with concerns.
- Oversee cashwrap operations, maintain standards, and troubleshoot issues.
- Train new team members and collaborate with coworkers to support daily goals.

Chili's Bar & Grill — Reno, NV

Hostess | June 2022 – August 2022

- Greeted and assisted guests while maintaining organized seating flow.
- Ensured a clean and safe dining environment.
- Worked collaboratively during high-volume periods.

Education

University of Nevada, Reno

Bachelor of Science — Public Health (In Progress)

August 2024 – Present

Robert McQueen High School

High School Diploma

August 2020 – June 2024

Technical Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

References

Available upon request.