

**Alanna Paxton**

Verdi, NV 89439

(775) 600-3770

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**Professional Summary**

Motivated and reliable retail professional with strong customer service experience, excellent time-management skills, and the ability to multitask in fast-paced environments. Known for a positive attitude, strong work ethic, and the ability to learn quickly. Experienced in cashier operations, customer engagement, store standards, and resolving customer concerns. Seeking a retail position where I can contribute to a team-oriented environment and continue developing my skills.

**Key Skills**

- Customer Service & Engagement
- Cash Handling & POS Operations
- Time Management & Task Prioritization
- Store Presentation & Standards
- Multitasking Under Pressure
- Leadership & Training Support
- Problem-Solving & Conflict Resolution
- Reliability & Strong Work Ethic

**Experience****Ulta Beauty — Reno, NV**

Beauty Advisor / Lead Cashier | June 2023 – Present

- Oversee the cashwrap area and ensure smooth daily operations.
- Deliver personalized customer service and assist shoppers in finding products.
- Train new employees on register procedures and store expectations.
- Manage cash and media at the register with accuracy and accountability.

- Assist with opening and closing procedures, including store preparation and cleanup.
- Resolve pricing, return, or product concerns to support customer satisfaction.

### **Chili's Bar & Grill — Reno, NV**

Hostess | June 2022 – August 2022

- Greeted and seated customers while maintaining organized table flow.
- Prepared table settings and ensured menus were clean and presentable.
- Supported bussing and cleaning tasks to maintain a tidy dining environment.

### **Child Care Provider**

2019 – Present

- Provided consistent childcare for multiple families during after-school hours, weekends, and school breaks.
- Ensured safe, engaging environments and reliable supervision.

### **Education**

#### **University of Nevada, Reno**

Bachelor's Coursework in Public Health | 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.