

735 S. Verdi Rd
Verdi, NV 89439
(775)600-3770
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Alanna Paxton

I am seeking employment to better myself and further my growth and work experience.

Summary of Qualifications

- Hard worker who likes to get things done right the first time.
- Good at time management and completes tasks in an efficient and timely manner.
- Dependable, reliable, and strong work ethic.
- Willing to learn, work hard, and achieve the goals of the company.
- Positive attitude and honest.
- Has the ability to multitask and work under pressure.
- Presents leadership skills with the ability to delegate tasks and help assist in issues.

Education

High School Student in General ED
Robert McQueen High School
August 2020 – June 2024

University Student in Public Health
University of Nevada – Reno
August 2024 - Present

Experience

Ulta Beauty - 5110 Mae Anne Avenue, Reno NV
June 2023- Present

- Beauty Advisor/Lead Cashier – oversees cashwrap area, collaborating with other employees to achieve company goals, training new employees on registers, maintain store standards, personalize customer service, manage cash/media at cashwrap, assist with opening/closing procedures, address problems like pricing or returns.

Chili's Bar and Grill - Smithridge Drive, Reno NV

June 2022- August 2022

- Hostess- prep table settings, seat customers, clean menus, bus and clean tables.

Child Care

2019 – Present

- Provide childcare for several families after school, weekends, and during school vacations.

Computer Skills

Proficient in Microsoft Word, Excel, and Power Point.

References

Wende Pimentel (949)290-9701

Morgan Jones (530)417-3782

Sean Arthur (775)313-2007