

**Mayra Godoy**  
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## **Objective**

I am a driven makeup artist and hair stylist, with hands on skills in customer service, makeup applications, consultations, hair styling, cutting, coloring, tv/film, fashion shows, music videos, photo shoots, weddings and more. I am seeking a role within a company that has room for growth and believes in outstanding customer service, client growth, and continued education.

## **Experience**

### **Fabulous Makeup & Hair**

**06/2013 - Present**

#### **Freelance Makeup artistry and Hairstyling**

### **RG Services, Corona, CA**

**9/2013-2/2015**

#### *Office Manager*

- Answered incoming calls from vendors, clients, and staff, dispatched work orders to labor teams for completion of work orders requested by vendors.
- Prepared daily bank deposits, entered accounts payable and receivable data, uploaded photos to vendor's websites for payment of invoices, and created invoices for payment.
- Processed payroll, scheduled owner's appointments with new vendors and clients, managed owner's calendar and crew supervisor's calendar, remotely monitored work crews to confirm whereabouts for the owner.

### **Vive Beauty Salon, Upland, CA**

**3/2014-9/2014**

#### *Hair Stylist*

- Managed the makeup division, scheduling appointments both in and out of the salon, assisted customers with make-up education, application, and skin care products.
- Colored and Cut multiple female and male client's hair, utilizing the highest quality hair products, providing outstanding customer service, and excelling at repeat customer return.
- Handled all accounting of personal sales, tips and product sales transactions, reconciled all credit and cash transactions daily, weekly and monthly.

### **Broadway Capitol, LLC, Moreno Valley, CA**

**11/2013-5/2014**

#### *Executive Personal Assistant*

- Assisted the CEO personally and administratively, handling travel arrangements, calendaring, screening phone calls, opening mail, and scheduling appointments.
- Processed company payroll through ADP, calendared employee time off requests, scheduled office meetings, sales meetings, and sent interoffice emails on behalf of the CEO.
- Greeted new clients, providing a drink menu, snack menu, seating them, and presented the client to the handling staff member.

- Provided outstanding customer service to clients, and vendors, offering expert product details, recommendations, and new product line information.
- Cashier, opened and closed registers, hard and soft count, credit card transaction reporting, calculated sales per hour reports for management, and assisted customers with transactions.
- Performed inventory management, stocked shelves, received merchandise, created displays, and handled procurement of products as needed.

## **Education**

2013 Makeup School, TNT Cosmetics - TNT Agency  
2013 Cosmetology, Paul Mitchell - The School Temecula  
2013 Advanced Extension Class, Paul Mitchell - The School Temecula  
2012 Paul Mitchell Caper Event  
2005 General Education, Riverside Community College

## **Achievements and Awards**

- Most Repeat Clients
- Perfect Attendance
- Paul Mitchell Charity Fundraising
- Certified Professional Make-up Artist

## **Activities**

- Princess For A Day Charity (hair, nails and make-up for little girls princess theme day)
- Paul Mitchell Fashion Show (Assisted with hair)
- Queen For A Day Charity (Prom Hair and Make-up)

## **References**

- |                  |                                |              |
|------------------|--------------------------------|--------------|
| • Armando Romero | Learning Leader @Paul Mitchell | 951-704-8247 |
| • Leslie Anaya   | Learning Leader @Paul Mitchell | 951-712-9546 |
| • Kal Ahmed      | CEO of Broadway Capitol LLC    | 323-793-2673 |