

Jennifer Gaston
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- **Objective**

My interpersonal skills allow me to relate, motivate, and encourage people of all levels, in order to resolve simple and complex situations as they arise. In my previous experiences as a manager and volunteer, my firm belief in teamwork and effective communication are key to achieving set goals, which in turn help to build a cohesive and consistent work place team environment. With a history of world travel and experience with multicultural organizations, I am an asset to any organization willing to accept my diverse career history.

- **Education**

Paul Mitchell The Barber School Arlington, TX-July 2023 Graduation
Paul Mitchell The School Temecula, CA—Graduated Cosmetology
Ogle's School of Hair Design, Arlington, TX—Graduated Cosmetology
University of Texas, Austin, TX—Completed two years of study as a Communications Major
Duncanville High School, Duncanville, TX—Received High School Diploma

- **Experience**

Hairstylist-Various salons and day spas: Shelton's Salon and Day Spa, Bedford, TX; Greenfield Hair Designs, College Station, TX; Salon Salon and Day Spa, Corpus Christi, TX.

Credit Managers Assistant/Payroll Assistant- Grand Hyatt and Adams Mark Hotel: Denver, CO
Office equipment used; multi-line phone systems, copy machine, fax machine, and computer, using Microsoft Office Suite. Audited all banquet tickets, dealing with banquet and catering managers. Created, implemented, and trained staff on a new and more efficient hand over of billing tickets from the banquet department to the accounting department saving time in both departments. Billed guests and assured final calculations were accurate, while maintaining excellent customer service. Handled customer complaints about their credit card charges from the hotel. Reconciled customer billing issues regarding restaurants, room, and parking charges. Dealt with banks directly concerning those charges or through auditing records. Dealt with charge backs from credit card companies. Handled all billing with Expedia or Orbitz. Responsible for entering daily tip reports, as well as auditing, time cards and labor reports

Counter Manager- Estee' Lauder, Clinique, Clarins, Elizabeth Arden: Arlington, TX; MCX Miramar; NEX San Diego; Littleton, CO
Screened, interviewed, trained, and tested consultants on new products. Set weekly and monthly consultant sales goals. Submitted weekly highlights, sales records, appointments booked, customer follow-up phone call records, presale statistics and goals, to the account coordinator and account executive during weekly conference calls. Met with account coordinator weekly to discuss consultants performance issues, covered goals and sales strategies, created and implemented training on new products. Created and managed budgets to hold special events as directed by companies or under necessity to increase sales. Effectively established and maintained schematics according to company planogram. Ensured that all merchandise was properly received and placed on the floor in a timely manner and according to planogram or schematics. Organized stock concern list according to the current market. Created, adjusted, and maintained personnel schedules. Met and exceeded personal sales goals. Addressed any loss prevention situations reporting to needed management.

Keyholder- Clarins Factory Store: Carlsbad, CA
Sales in an open cosmetics store, POS, open and close store, receive shipments, assist customers, drive sales by link selling, deposit end of day cash, keep store clean and orderly, keep store room orderly. Became top sales person first full month, and maintained that position.

- **Volunteer Work**

Design Team, Paul Mitchell The School Temecula

The Design Team travels to various functions to do hair and makeup. Kare Right Play “Charlie and the Chocolate Factory”, Hair. Palamar College, Mode Fashion Show, Hair. Hollywood Showcase, Hair. Miss Marvelous, Hair.

Take Home Team, Paul Mitchell The School Temecula

Learn and help educate other future professionals about Paul Mitchell products, and help with their guests. Participated in Caper launch party with part in “commercial” skit as “nice girl”. Continually kept product floor shelf straight and full.

Green Team

Help other school members understand sustainability. Came up with various ideas to reduce waste at the school, to include getting rid of plastic containers, plastic water bottles by installing a filter water fountain, and increasing recycling bins. Put forth the idea to have the school adopt a portion of the highway.

L.I.N.K.S. Volunteer, MCAS Miramar

Lifestyle, Insight, Networking, Knowledge, and Skills teaches all military families about life on base around at Miramar, including resources, shopping, military lifestyle, history of the Marine Corps, and etiquette on a military base. Served as greeter, “Stage Crew”, and photographer for LINKS classes for spouses and Marines. As an outreach volunteer, traveled to various military housing, and on base events to spread the word about LINKS classes, by engaging military families to sign up for classes.

United States Embassy, American Women’s Group Volunteer

Muscat, Sultanate of Oman and Abu Dhabi, United Arab Emirates

As vice president of the American Women’s Group, organized numerous functions for expatriate women, which included the nationalities of 20+ countries. Responsible for organizing, locating, and securing guest speakers, and their hotel accommodations. Spoke at monthly meetings, recruited members to volunteer to help with the meetings.

- **Certifications/Awards**

Texas Cosmetology License**California Cosmetology License**

Hair Cutting Honors November 2019- Paul Mitchell The School Temecula, CA

Most Rebooked Guests- Paul Mitchell The School Temecula, CA

Top Take Home Recommendations- Paul Mitchell The School Temecula, CA

Robert Jones Certified Makeup Artis- Paul Mitchell The School Temecula, CA

Argenis Pinal Body Paint/Airbrush Workshop Level I- Paul Mitchell The School Temecula, CA

Lean Six Sigma Yellow Belt-Don Course Identification Number: A-57-0002

MCFTB Family Readiness Assistant Training Course, MCAS New River, NC- Received Certificate of Completion

MCFTB LINKS Training, MCAS New River, NC and MCAS Miramar- Received Certificated of Completion

Certificate of Appreciation USMC The Commanding General Third Aircraft Wing- Presented by Major General SW Busby and Col JP Farnam

Certificate of Appreciation L.I.N.K.S. For Spouses- Presented by Maria Lengerke, MCFTB LINKS Program Director

Certificate of Appreciation, VMM-363- Presented by LtCol TP Miller, Commanding Officer

Certificate of Appreciation, VMM-561- Presented by LtCol WJ Curry, Commanding Officer

Letter of Appreciation, MCAA McCutcheon Squadron- Presented by Col PJ Rock Jr.