



# Jacqueline Martinez-Lopez

## OBJECTIVE

I am a dedicated and motivated makeup artist student currently enrolled at L Makeup Institute. With an unwavering passion for the transformative power of makeup, I have consistently pursued my fascination for the artistry behind it. Through rigorous academic training, I have acquired an extensive repertoire of techniques and skills essential for thriving in the beauty industry. Constantly seeking opportunities to broaden my expertise, I eagerly embrace new challenges and projects.

## CONTACT

- Email: Jacky2013m@gmail.com
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- Instagram: @\_beautyby\_jackie

## EDUCATION

### **L MAKEUP INSTITUTE**

#### **Certified Makeup Artist**

October 2023

### **NORTHWEST CAREER COLLEGE**

#### **Registered Dental Assistant**

May 2020

### **CIMARRON MEMORIAL HIGH SCHOOL**

#### **Advanced High School Diploma**

June 2017

## SKILLS

- Excellent communication and interpersonal skills
- Proficiency in sanitation and hygiene practices.
- Expertise in application techniques
- Creative problem-solving skills
- Attention to detail
- Adaptability

## EXPERIENCE

### **OFFICE ADMINISTRATIVE ASSISTANT**

**Wound Care Experts | Las Vegas, NV | 09/2021-08/2022**

- Oversaw office workflow during clinic hours such as greeting and accommodating patients, and providing well-run schedules and appointment times.
- Engaged in proper phone etiquette while maintaining a professional and positive attitude during conversations
- Help in maintenance of office appearance and basic repairs of office equipment.
- Helped in maintaining and documenting inventory for the office and ensuring all is well accounted for.

### **REGISTERED DENTAL ASSISTANT**

**Starbrite Dental | Las Vegas, NV | 08/2020-07/2021**

- Educate patients in oral health by providing diagnostic information from radiographic studies
- Document dental care services by charting in patients' records
- Prepare patients for dental treatment by arranging treatment rooms.
- Greeted patients and directed them to the right rooms.

### **PRESCHOOL TEACHER**

**Kids R Kids | Las Vegas, NV | 07/2017-06/2018**

- Organized weekly creative and interactive learning activities for children.
- Tracked children's educational and social progress and report to parents and guardians daily.
- Collaborated with teaching team to optimize early educational foundation.

## REFERENCES

**Lisa Torti**

Director of Admissions & Student Services

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**Mirlam Candelas**

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