

Alexandria A Allgood

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(669)500-6811

## **Summary**

1. Hardworking and independent
2. Excellent communication skills
3. Extremely organized
4. Quick thinking on my feet and adaptable
5. High degree of listening skills and customer service

## **Work Experience**

### **Wonolo**

Accumulation of odd jobs and events such as Comic Con, Beauty Advisor/ Demos, Sun Basket and line assembly, etc.

### **Trade Show Temps**

I have worked events in my area with Trade Show Temps and have been an Usher, guest greeter, host, and guest check in attendant.

### **Planet Beauty**

Valley Fair Mall  
20 Hours/ week

At Planet Beauty guests are provided with sample products and guest serviced during their visit. I assess their makeup and skincare needs and recommend the best products for them. I performed opening and closing duties, such as locking up the store and setting the alarm as well as counting out the register and making deposit slips.

**Macy's Beauty Advisor**  
Valley Fair Mall, Eastridge Mall  
30-40 Hours/ Week

I would help guests find their foundation match, skin care items, etc. as well as capture their information in my client. I would also help guests find the best skin care regimen for them. I opened and closed registers and made deposits for the next day. I provided customer service and took care of any customer issues that arose.

**Cosmetics Flex**  
5411 Thornwood Drive  
Macy's  
40+ Hours/ Week

I previously worked as an on call as a cosmetic flex associate and had daily goals to help make sales as well as promote events/ sales going on in the store. I worked with clients capturing their loyalty information in my client book and building lasting relationships with them as a consumer.

**Merchandise and Service Coordinator Manager**  
31 Curtner Avenue  
Ulta Beauty  
40 Hrs/Week

As a Merchandise and Service Coordinator at Ulta Beauty, I was responsible for delivering outstanding guest service, merchandising and replenishing the sales floor daily via Scan Pick Fill (SPF), monitoring sales and payroll management as necessary as well as opening and closing the store. I guided associates to complete tasks and was in charge of receiving our truck shipments and pushing product onto the sales floor in a timely manner. I performed multiple inventory processes such as Return to Vendors, Out Of Stocks, Cycle Counts, and processing damages. I maintained company standards and procedures such as the GEM Program, driving sales initiatives and the Loyalty Rewards Program to meet sales goals.

Aug 17, 2017 - April 14, 2018

**Wag**

Wag customers will request dog walking services in advance or even throughout the day. I make sure the dogs are walked on time and in a safe manner.

March 2018

**Dog Sitter**

Rover

I take care of dogs as a side business and provide dog boarding, house-sitting, dog walking, and drop in visit services.

June 2017- Present

**Housekeeping**

I clean houses for people around the neighborhood off of Craigslist and I have repeat clients that I will run errands for as well.

**Area Supervisor**

11 Curtner Avenue

Ross Stores

40 Hrs/Week

As an Area Supervisor at Ross Stores, I opened and closed the store and lead the team to recover, re merchandise, and conduct Special Projects in certain areas. I made sure that associates were in their designated areas and ran their go backs when necessary. I ensured that returns were done properly and that they were processed before returning to the sales floor. I re-ticketed items, making sure their prices matched and were correct. I provided customers with optimal customer service while ringing them up quickly and efficiently. I made sure to engage with all customers as well as general greeting on the Sales Floor. I processed all MOS (Marked Out of Stock) items according to company standards. Ross is a very operational heavy job, which meant that I had to constantly be up to date with new procedures and policies as well as informing associates of these. I worked closely with associates to ensure they were properly trained and up to date with Ross policies and procedures. I was also responsible for certain areas of payroll administration as well as inputting daily punch edits, updating associate availability, and finding coverage for missed shifts. I had to have a flexible schedule, as I was always called in early and worked numerous hours of overtime.

July 2016- July 2017

**Sales Associate**

Westfield Oakridge

Forever 21

20 Hrs/Week

I was a Sales Associate on the Floor. I greeted customers and assisted them whenever they had any questions and addressed their needs. I also closed every night and cleaned/ reset the floor.

Dec 15, 2015 - Mar 16, 2016

## **Education**

Dec 16 - Present

**Evergreen Valley College**

San Jose

I am an Environmental Studies major with a minor in business.

Aug 12, 2016- Present

**San Jose City College**

**Real Estate License**

January 2018- Present

**Willow Glen High School**

San Jose, CA.

High School Diploma

August 2012- May 2016

## **Volunteer Service**

Oct 14 - Jun 16

**Library Assistant**

San Jose, CA.

Willow Glen High School

2 Hours/Week

Total Hours: 50

I assisted the school librarian in organizing and stocking the bookshelves, barcoding, and checking in all the textbooks throughout campus.

## **Extracurricular Activities**

Oct 15 - Feb 16

**Babysitting**

Grade 12

3 Hrs/Week

I babysat and cared for two toddlers while their mother was at work.

## **Awards/Certificates**

May 16

**CPR Certification**

## **References**

**Gerry**

Beautician

Mac

6696660254

**Daniel Lopez**

Store Manager

Ross Stores

11 Curtner Ave

4084663605

**Edgar Lopez**

Bobbi Brown Counter Manager

4086483980