

Elizabeth Vargas

Des Moines, WA 98198

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Education

Bachelor of Social Work

Expected: 2021

Seattle University, Seattle, WA

- Alfie Scholars, Seattle University
- Messina Scholarship, Seattle University

Associate of Arts

2019

Highline College, Des Moines WA

Manicurist License

2012

Evergreen Beauty College, Everett WA

Cosmetologist License

2011

Marinello School of Beauty, Moreno Valley, CA

Skills

Bilingual (fluently read, write and speak Spanish), able to multitask, able to work independently or with a team, organized, creative and ambitious to learn new methods, skills and techniques, dependable and punctual.

Volunteer Service & Philanthropy

Store Assistant

2018 – 2019

Treehouse non-profit organization, Seattle WA

- Helping shoppers to find items, running check out, and maintaining displays full, clean and organized for a pleasant shopping experience for the customers.

School Supplies, toy and clothing drive

2011, 2016, and 2019

El Terrero del Refugio, Calvillo, Aguascalientes Mexico

- Collected and delivered gifts for children, ages 0-12, of my community in Mexico, which brought some joy and happiness into their lives.

Work Experience

Manicurist - Method and Madness salon, Seattle WA **2012 to Present**

- Eight years of experience performing natural and artificial nail services that include artificial nail enhancements, manicures, nail art, and pedicures.
- Lead Manicurist, in charge of training and mentoring newly graduated students to help them be successful in their new careers.
- Volunteered in the yearly First Hill Block Party to promote the salon within our local community.
- Organize and maintain front desk needs, assisting with answering calls, emails, and general client questions.

Client Service Coordinator - H&R Block, Everett WA **2012**

- Organized and maintained the office during nights and weekend shifts.
- Assisted clients to resolve conflicts when the manager was off duty.

Corporate Affairs Secretary - BVC INC, Riverside CA **2006 to 2011**

- Oversaw the day-to-day activities of the corporate office.
- Supervised the employees of the Import and Export Department.
- Coordinated the CEO's daily agenda.