

Brianna Simi

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Professional Summary

Strong communicator with excellent organizational and time management skills. Efficiently manages multiple projects simultaneously while adhering to strict deadlines. Posses excellent problem solving skills and ability to think and act quickly to find creative solutions.

Authorized to work in the US for any employer

Work Experience

Front Office Coordinator

Comprehensive Dermatology of Long Beach-Long Beach, CA

September 2024 to Present

- Providing a friendly and professional first impression for guests and clients.
- Managing incoming calls, directing them to the appropriate person or department, and taking messages.
- Coordinating meetings and appointments, often using scheduling software.
- Handling emails, mail, and other communications.

Freelancer

The Estée Lauder Companies-Cerritos, CA

May 2024 to Present

- Promoting services, building brand, and attracting clients
- Educate customers and sales teams on product details, features, and benefits
- Encourage and facilitate sales through promotions, discounts, or special offers

Beauty Advisor/Sales Associate

Nordstrom-Cerritos, CA

May 2022 to February 2024

- Set and achieve sales goals, for both in-store and digital selling with effective use of selling tools
- Give the best service to our customers on their terms
- Provide honest and confident feedback to customers
- Work with the team to keep the department customer ready, which means filling orders, stocking, re-merchandising, price markdowns, and light cleaning

Beauty Advisor

Macy's-Fresno, CA

July 2021 to May 2022

- Drive and exceed sales goals by providing a personalized beauty experience based on individual customer needs

- Provide a high level of service based on customer preference by leveraging product knowledge and providing expert advice to each customer.
- Offer the customer compelling experiences, opportunities to discover products, and relationships that keep them coming back.
- Upkeep a clean, safe and inviting environment in alignment with our company provided standards & guidelines

Beauty Advisor

Sephora in JCP-Fresno, CA

October 2020 to July 2021

- Suggest and sell products and services to our clients in all areas of the store.
- Drive results by contributing to your store's sales goals and sharing your knowledge of Sephora's policies and standards.
- Participated in inventory control.
- Participated in programs to reduce loss

Server/Hostess

LOS REYES RESTAURANTE-Vacaville, CA

May 2019 to June 2020

- Served patrons with food and beverages in a positive and friendly manner.
- Provided information to help food and beverage selections.
- Presented ordered choices in a prompt and efficient manner.
- Maintained dining ambiance with an enthusiastic attitude.

Manager Trainee

Big 5 Sporting Goods-Merced, CA

June 2014 to August 2019

- Learning and providing product descriptions
- Answering customer inquiries from telephone calls
- Driving sales
- Performing customer sales and service
- Inventory control and enforcement of loss prevention policies

Education

High School Diploma

MERCED HIGH SCHOOL - Merced, CA

August 2010 to June 2014