

# KARINA BOTELLO



## CONTACT



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Dallas, TX



## EDUCATION

BACHELOR OF BUSINESS

UNIVERSITY OF NORT TEXAS

LASER TECHNICIAN

TEXAS LASER INSTITUTE

ESTHETICIAN LICENSE

OGLE BEAUTY SCHOOL

PROFESSIONAL PROJECT  
MANAGEMENT

GOOGLE CERTIFIED



## PROFILE INFO

Highly accomplished young professional with diverse experience poised to transition a solid background in customer service. Offers outstanding social media knowledge, team leadership, self-discipline, self-confidence and an unparalleled drive to succeed. Exceptionally organized and committed; possess well developed interpersonal skills and the ability to motivate and direct others in a supportive, cooperative team environment. Business social media expertise; coordinate with upper- management in the execution of daily tasks and functions. Generate and maintain records and reports, manage personnel, and comply with all policies and regulations.



## WORK EXPERIENCE

### CORPORATE TRAINER , OPS, Clinical, and Compliance

IT'S A SECRET MED SPA

2018 - 2023

- Operations Opening 3+ New Locations
- Compliance Coordinator
- New Hire Trainer (operational and clinical)
- Responsible for building and creating new protocols
- Ensuring high quality customer service with high volume sales
- Currently setting new standards & goals
- LMS Creator and Project Manager
- 2021 Voted Best Kept Secret
- 9+ locations virtual/in-person training

### Practice Manager

Alchemy 43

2023 - Current

- Oversee all aspects of operations
- Drive sales and marketing efforts to drive in new clients and retain existing
- Achieved an exceptional 370% revenue surge YOY
- Increase in membership enrollments



## SKILLS

- Bilingual
- Computer Proficiency both Microsoft & Apple
- Transferable – Organized
- Adaptive
- Social Media Experienced
- Sales and Management
- Public Notary, Texas