

# Meshelle Gardner

Houston, TX 77098

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Authorized to work in the US for any employer

## Work Experience

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### **Licensed Esthetician**

Naked Body Waxing & Skincare - Houston, TX

November 2021 to Present

- Adhere to client needs and preferences
- Discuss treatment needs and goals with clients
- Perform skin treatments and or facials on different skin types
- Full body waxing services
- Use the right equipment and ensure it is sanitary for each use
- Generate and develop clientele
- Achieve team sales goals

### **Esthetician**

European Wax Center - Houston, TX

February 2021 to January 2022

- Full body hair removal
- Recommend my clients products to use on skin to obtain their beauty standards
- Organize my appointments
- Meet store goals as well as personal goals
- Sanitize and disinfect store and my suite
- Connect with my clients to create trusting relations
- Update clients with new services, specials and packages.

### **Front House Management/ Delivery Driver/Cashier**

Fajita Pete's Catering - Houston, TX

June 2020 to July 2021

- Delivering superior food to our customers in a safe, courteous, and timely manner while maximizing customer satisfaction
- Responding efficiently and accurately to restaurant customer complaints
- Create detailed reports on weekly and monthly revenues and expenses
- Undertake basic cooking duties, such as frying food and using the stove top as needed.

- Collect payments whether in cash or credit
- Sanitize front of restaurant
- Establish and maintain outstanding relations with customers.
- Review and verify invoices and purchase requests to ensure accuracy.
- Arrange regular cleaning and maintenance services for my vehicle and keep it up to date

### **Hostess/Server**

BJ's Restaurant & Brew House - Houston, TX  
September 2019 to September

- Compile, insert and verify the accuracy of data before it was entered into case files
- Compose, draft and revise correspondence and legal documents for clients and attorneys with strict attention to deadlines
- Index confidential documents and assemble concise packages for use in trials and depositions
- Conduct detailed analyses of broad administrative processes accordingly, for efficiency of work operations, and maintained strict confidentiality while processing complex administrative assignments
- Establish priority of work based on management directives regulations and standards and time allotment
- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners

### **Waitress**

Blacklist Marketing - Houston, TX  
September 2018 to May 2019

### **Sales Representative**

AT&T, El Paso, Tx  
January 2018 to September 2018

### **Education**

#### **~~Some College in Cosmetology~~**

Ogle school hair skin nails-Stafford - Houston, TX  
May 2020 to December 2020

#### **High school diploma**

Fabens High School - Fabens, TX  
January 2014 to May 2017

### **Skills**

- Business Savy
- Advertisement
- Microsoft office and web page applications
- Customer service
- Attention to detail
- Problem-solving

- Time management Organizational and planning skills
- Confidentiality
- Teamwork
- Great Communication
- Data collection and management
- Reliability
- Record/Book keeping
- Body Waxing
- Upselling
- Host/Hostess
- Catering
- Typing
- POS
- Delivery Driver Experience
- Dermabrasion

## Certifications and Licenses

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**Esthetician License**

**Process Server Cert**

**Food Handler Certification**