

Vanessa Lynn Taha  
(Formerly Vanessa Lynn Castillo)  
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Versatile and motivated employee, with exceptional communication and people skills. Comfortably adapts to all situations within any actively evolving work environment. Works well both independently, or in a team environment. Welcomes the opportunity to overcome new challenges with excitement and enthusiasm.

#### Summary of Work Experience

#### **Lancome Counter Associate - Ulta Beauty – Lake Forest, CA** **February 2023-April 2023**

##### Duties:

Educated customers on product, conducted consult with customer to understand the look the customer wanted to achieve, exceeded weekly sales goals, hosted promotional events for Lancome Products, and informed store management of counter inventory status.

**Contact/Supervisor: Krysta Hassett 949-470-9531**

#### **Leasing Consultant- Western National Property Management. -Rancho Mission Viejo, CA** **November 2021- January 2023**

##### Duties:

Worked as sole leasing agent during lease-up of the newly opened 'The Overlook at Los Patrones' community. Working in conjunction with the property manager, fully leased the community of 92 units within 4 months. Facilitated tours of the 8 different townhome and flat floor plans with prospective lessees, processed applications, performed upkeep of records in community portals (ex. Yardi, OnSite, Knock), and responded to and resolved resident complaints. Upon completion of lease-up, began assisting understaffed communities, including experience within Senior Communities and Low Income housing.

**Contact/Supervisor: Bessa Lappert (951)-533-6452**

#### **Waitress- Hennessey's Tavern – Dana Point, CA** **August 2020- April 2021**

##### Duties:

Multi-tasked several responsibilities. These duties included, but were not limited to: trained new hires, ensured the delivery of a quality product to the customer by utilizing quality control checks in an efficient and timely manner. Facilitated the secure and accurate transfer of cash from myself to company supervisors. Guaranteed all logistical needs of the restaurant were routed through proper authorities.

#### **Receptionist- Sugared + Bronzed - Dana Point, CA** **February 2019- April 2021**

##### Duties:

Provided a seamless and enjoyable check in experience for each client. Properly educated clients on aftercare procedures, and answered all inquiries presented. Performed the answering of incoming calls, scheduling of appointments, and sales of memberships and products. Maintained sanitization across all aspects of salon in accordance with California State Board regulations. Regularly corresponded with upper management regarding revenue deposits, logistics, and client feedback.

**Receptionist- EEC Environmental, Orange, CA**

**January 2017-February 2019**

Duties:

Welcomed and greeted clients as they entered lobby area. Kept client updated on appointment status as they waited. Directed client from lobby area to their host's office space. Answered phones and transferred to requested party.

**Education**

Cal Prep Academy High School Diploma – June 2017

Facing Beauty Studios - Profession Makeup Artistry Certificate - December 2018