

KATHERINE E. BILLY

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WORK EXPERIENCE

- June 2023-June 2024 House Makeup Artist *Ulta Beauty*
- Provided makeovers, skincare advice and training to customers for a myriad of occasions: Weddings, proms, and costume parties.
 - Assist and educate clients with makeup and skincare recommendations
 - Responsible for upselling customers to additional products and services where appropriate
- September 2022-June 2023 Retail Associate *Ulta Beauty*
- As a trained esthetician, provided detailed recommendations to customers on beauty and skin care regimens
 - Provide knowledgeable substitutions when customers request products outside of brands
 - Excelled at maintaining inventory and supplies and organizing and assembling product displays
- November 2020- June 2022 Server *NY Strip Steakhouse*
- Managed cash register and point of sales transactions
 - Took orders and made recommendations based on customer preferences
 - Negotiated and resolved customer concerns
- July 2020- February 2021 Host *O'Tooles*
- General customer service, including greeting and welcoming guests
 - Organizing and managing seating arrangements and server sections
 - Maintaining a clean and safe environment for both customers and staff during the Covid-19 Pandemic

EDUCATION

- 2018-2025-Present Old Dominion University Norfolk, VA
- Cybersecurity major
- 2024-2025 Northern Virginia Community College, Woodbridge, VA
- Taking general studies courses to complete Associate's Degree
- 2021-2022 American Spirit Institute (<https://americanspiritinstitute.com>)
- Completed Virginia state-certified Esthetician Program, 600 hours
 - Focus on the treatments and advancements in the world of esthetics (facials and other spa treatments, make-up, physiology, and safety & hygiene)
 - Training in makeup and skin care for practical application
- 2019-2021.1 Virginia Commonwealth University Richmond, VA
- GPA 3.65, Declared Mathematics Major
- 2019 Old Dominion University Norfolk, VA
- GPA 3.75 in the Honors College, Declared Computer Science and Mathematics Major
- 2015-2018 Potomac Senior High School Woodbridge, VA
- GPA 3.9, Graduating Magna Cum Laude with Advanced Diploma, Cambridge Programme