



KATIE A. NEALLEY

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Turner, Maine 04282

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PROFESSIONAL SUMMARY

Highly motivated and creative professional, with strong organizational skills who strives to ensure that all tasks are done successful and in a timely manner. Able to multi-task a variety of responsibilities and challenges.

SKILLS/QUALIFICATIONS

- Quick Learner, eager to further my knowledge and skills
- Team player, able and willing to assist co-workers
- Dependable employee and strong leader
- Microsoft Office: Project, Excel, PowerPoint, Publisher, Word

EXPERIENCE

OFFICE & MARKETING ASSISTANT

Dirigo Architectural Engineering, LLC Turner, Maine

Current

COSMETOLOGIST & NAIL TECHNICIAN

Mahala's Day Spa, Manchester, Maine

Current

COSMETOLOGIST, NAIL TECHNICIAN, SALON, SPA AND BRIDAL COORDINATOR

Anthony John's Day Spa, Bangor, Maine

2013-2015

MASSAGE THERAPIST/OPERATIONS MANAGER

Head Games for Hair and Body, Portland, Maine

2009-2012

RECEPTIONIST/CERTIFIED NURSING ASSISTANT

Northern Maine Medical Center, Fort Kent, Maine

2004-2006

EDUCATION

2013-2014

CERTIFICATE-COSMETOLOGIST

Empire Beauty School, Bangor, Maine

2006-2007

CERTIFICATE- MASSAGE THERAPIST

Pierre's, Bangor, Maine

2004-2006

ASSOCIATES OF SCIENCE-HEALTHCARE TECHNICIAN

University of Maine, Fort Kent, Maine