

# **Christina Abbondandolo**

13 High Elms La, Glen Cove, NY 11542

(516)567-3645

[cma487@gmail.com](mailto:cma487@gmail.com)

## **Experience**

### **Sephora, Americana Manhasset, November 2013-February 2014**

*Seasonal Color/Makeup Artist*

- Assist clients in finding makeup products they desire
- Give professional advice on client's choice of makeup to purchase if requested
- Professionally apply makeup to clients to sample correct process and combinations
- Create samples for clients if they are not ready to purchase

### **Kris & Franc Show, Makeup Artist, October 2013-October 2013**

*Freelance Makeup Artist*

- Makeup application for hosts Kris and Franc for online interview with actress Dascha Polanco

### **Jennine Erdogen, Makeup Artist, August 2013-present**

*Freelance Makeup Artist*

- Bridal makeup applications

### **Publishers Clearing House, Port Washington, NY October 2012-present**

*Account Coordinator, October 2012-present*

- Create URLs for partners and send creative to use when creating emails
- Proof emails for partners prior to being sent out to subscribers
- Collect necessary information from sales reps and send to traffickers to set up display campaigns
- Create reporting for sales reps/partners to see how campaigns are running and monitor progress
- Assist Account Supervisor with monthly billing files

### **Clinical Trial Media, Jericho, NY June 2011- September 2012**

*Site Support Specialist June 2011-Jan 2012; Project Coordinator (Assistant) Jan 2012-present*

- Send scripts to radio stations to have ads recorded
- Create work orders to have TV spots created/sent to TV stations
- Create traffic instructions and send to TV/radio stations prior to running ads
- Create weekly cost per call spreadsheets tracking advertising response for each market/station running
- Contact TV/radio stations requesting pre-log/post-log times and send to clients when requested
- Request tear sheets from newspapers
- Give advertising recommendations to sites participating in clinical trials
- Maintain excellent relationships with those sites
- Send out/receive trackers from sites regarding progress of patients being participating in the study

### **Rallye BMW, Westbury, NY June 2010-June 2011**

*Service Coordinator*

- Managed phone lines of incoming client calls and transfer to Service Advisors
- Interacted with clients to set up service appointments, follow up confirmations and advise of vehicle status
- Worked with Mercedes Benz clients on marketing surveys
- Created blogs for BMW

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### **Abbondandolo & Company CPAs, LLP January 2010- May 2010**

#### *Administrative Assistant*

- Filing client files
- Managed phone lines of incoming client calls
- Assembling tax returns
- Mailing completed tax returns

### **Bed, Bath & Beyond, Westbury, NY September 2009- June 2010**

#### *Cashier/Customer Service*

- Maintained high level of customer service as per Bed, Bath & Beyond policy
- Worked with visual merchandisers to ensure a clean look within the store

### **Filene's Basement, Manhasset, NY June 2007- September 2009**

#### *Frontline Supervisor*

- Implemented training of all new hires
- Moved from customer service to high volume women's sportswear department within one year
- Managed teams of cashiers and delegated tasks to department associates
- Responsible for opening and closing registers and computers

### **Annie Sez, Glen Cove, NY May 2005- June 2007**

#### *Sales Associate May 2005- Jan 2006*

#### *Keyholder/Supervisor Jan 2006-Dec 2006; Associate Supervisor Dec 2006-June 2007*

- Managed 2 out of 5 high traffic departments
- Responded and solved customer feedback
- Responsible for opening and closing the store
- Visually merchandised the home decor department, accessories department and holiday decorations around the store
- Promoted from sales associate within 8 months
- Managed a team of cashiers and the home decor department
- Authorized customer returns and maintained customer service

### **Skills & Interests**

Fluent in written and spoken Italian

Proficient in Microsoft Office applications, Internet navigation & research

Baseball, Travel, Design/Architecture, Fashion, Photography, Makeup Application

### **Education**

Brittney Beauty School, Levittown, NY  
NYS Certified Makeup Artist

Graduated September 2013

Long Island University, C.W. Post Campus, Brookville, NY  
Bachelor of Science in Business Administration  
Major: Marketing

Graduated May 2009