

# C.HR

## Carolina Herrera

*Graphic Designer*

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carolinahrdesigns.com

## EDUCATION

Florida Atlantic University (Aug 2024–May 2026)

Bachelor of Fine Arts in Graphic Design

Broward College (Aug 2022–May 2024)

Associate of Arts in Graphic Design

## SKILLS

Adobe Creative Suite

Figma

Visual Studio Coding

Website Design

UX/UI Design

Video Editing

Fast Learner

Fast Learner

Great Time Management

Multitasking

## WORK EXPERIENCE

GreenWave Body Waxing (September 2022–present)

Front Desk Receptionist

- Welcome clients and create a friendly and comfortable environment
- Schedule, confirm, and manage appointments to keep the spa running smoothly and on time
- Recommend services and retail products based on clients' needs
- Process payments and handle daily transactions
- Organize and maintain client records with confidentiality
- Provide excellent customer service
- Handle opening and closing responsibilities
- Maintain a clean, organized, and welcoming front desk area
- Manage multiple tasks at once while staying calm and efficient in a fast-paced environment
- Consistently meet daily retail sales goals
- Help increase rebooking rates
- Maintain high client satisfaction

## LANGUAGES

English (native)

Spanish (native)

## AWARDS

Florida Atlantic University's Deans list (Spring 2025–current)