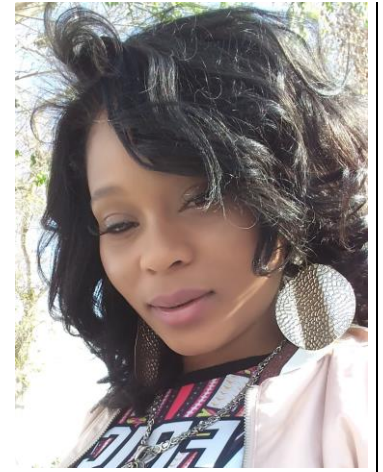


SHANTEL "MsSadity" TRACEY

951-443-8343 ExclusiveHSN@Gmail.Com



My training and experiences over the years have prepared me to be an asset to others in a multitude of ways. I've obtained Multiple Associate Degrees and Certificates from establishments of Higher Education, and have Over 25 years of Job Experience in Various Fields. Currently, as an independent contractor, I provide a number of Therapeutic Beauty Services to Private Clientele. I've created Natural Hair and Skin Care Products that correct Disease. And also I provide Personal & Virtual Assistance to Entrepreneurs, and to those who aspire to be in Entertainment. My Educational background includes studies in Business & Entrepreneurship, Computers Technology and Graphics, Cosmetology which includes 23 sciences, Fashion Design, Medical Assist & Phlebotomy, Medical Coding, Virtual Assistance, Retail Marketing and Accounting! I have an Extensive Customer Service Background with additional experience in Website Creation, Sales, Event Planning/Coordination, Administrative support, and besides Health and Beauty being my biggest passions, I absolutely LOVE to host a great event!

Summary

Over 20 years in Successful Experience in Executive Support, Business and Project Management with recognized strengths in Customer Service and Satisfaction.

Solid Computer Skills with Excellent Working Knowledge; Bookkeeping & Accounting Knowledge, Typing & Organizational skills.

Website Creation and Maintenance, Document Creation, Graphic Design Media & Promotion Materials, Event Planning and Coordination.

Virtual Assistance, Estate and Property Management, Human Resources

20+ years of Hairstyling Experience; Commercial/Natural/Organic Hair Care, Hair Repair & Hair Restoration, Mutli-Ethnic Hair, Braids, Extensions, Cuts, Color, Foiled Highlights, Textured Perms, Roller Sets, Finger waves, Thermal Sets, Press N' Curls, Up Do's, Long & Short Hair, Custom Wigs, Kiddies Hair,

5 years Skin Care Experience; Facials, Extractions, Mini Peels, High Frequency Treatments, Body Contouring, Mini Face & Brest Lifts, Manicures & Pedicures

Media and Event Styling and Make Up. In studio and On location

10+ years in Entertainment industry in front and behind the camera. Non-talent: Production and, Lighting Asst, Hair & Makeup, Wardrobe stylist, Artist & Repertoire, Artist Development and Management

Hired Talent: Mistress of Ceremony/ Event Hostess, Model, Dancer, Stand In, Voice overs, Featured and Background talent

7+ in Medical Assistance, Reception, Coding, Phlebotomy and Billing

Education & Training

Riverside Community College

- A.S. Cosmetology Business Administration & Entrepreneurial Concentration
- A.S. Computer Applications and Office Technology w/ Virtual Assistant Certification
- A.S. Business Administration w/ Accounting Concentration
- A.A. Administration & Information Systems w/Webmaster Certifications

Brooks College

- A.A. Fashion Design

Bryman College

- Certified Medical Assistant & Phlebotomy

El Camino College

- Business Law

Montgomery Ward's/Washington Prep HS

- Retail Marketing

Additional training...

- Shirlena Allen's Undetectable Hair Academy
- Miss Bobbies Modeling Agency
- Mrs.Blackwell's Dance Academy

Employment

- The Therapeutic Beautician (Private Practice)**
Licensed Cosmetologist 2015-present
Providing Hair Care, Hair Maintenance, Hair styling, Hair Cuts, Hair Color, Texturizing Services, Straightening Services, Hair Repair & Restoration Services, Hair Extensions, Natural Hair Services, Commercial Hair Services, Custom Wigs Services, Hair vitamins, and Hair Products
Botanical and Anti-Aging Skin Care, Mini Face Lifts and Micro Peels, Skin Tightening & Body Contouring Treatments. Manicures & Pedicures
On Location Services and Event Styling & Make Up
- La Bella Diva Salon, Moreno Valley, CA**
Licensed Hairstylist 2014-2015
- Sadity's Glamour Suite, Riverside, CA**
Licensed Cosmetologist 2013-2014
Providing Hair Care, Hair Maintenance, Hair styling, Hair Cuts, Hair Color, Texturizing Services, Straightening Services, Hair Repair & Restoration Services, Hair Extensions, Natural Hair Services, Commercial Hair Services, Custom Wigs Services, Hair vitamins, and Hair Products
Botanical and Anti-Aging Skin Care, Mini Face Lifts and Micro Peels, Skin Tightening & Body Contouring Treatments. Manicures & Pedicures
On Location Services and Event Styling & Make Up
- Healthy Hair Bar & Wigs, Claremont, CA**
Senior Hairstylist 2012-2013
Hair Care, Hair Maintenance, Hair styling, Hair Cuts, Hair Color, Texturizing Services, Straightening Services, Hair Repair & Restoration Services, Hair Extensions, Natural Hair Services, Commercial Hair Services, Hair vitamins, and Hair Products
Proficient with Millennium Salon Software, Wig Sales, and Product Sales.
Assisted Owner with Website Creation and Maintenance, Document Creation & Organization, Media & Promotion Materials, & Event Planning.
- Hair Peace Salon, Rancho Cucamonga, CA**
Hairstylist 2007-2012
Hair Care, Hair Maintenance, Hairstyling, Hair Cuts, Hair Color, Extensions, Braids, Press N' Curls, Straightening & Texturizing
- Inner Circle Motorsports, Los Angeles, CA**
Virtual/Personal Assistant 2004-2006
Bookkeeping & administrative assistance
Website creation and webmaster
-

<p>Dept. of Motor Vehicles, Fullerton, CA Motor Vehicle Representative Vehicle, Boat, ATV/OTV, Motorcycle Registrations & Ownerships, Title transfers, Customer Service, Cash & Check transactions, Printouts and Audits</p>	<p>2003-2005</p>
<p>Inner Circle Motorsports, Los Angeles, CA Spokes Model Bookkeeping & administrative assistance Website creation and webmaster</p>	<p>2003-2008</p>
<p>SK Management, Los Angeles, CA Asst Property Manager/Administrative Asst Rent Collection, processing Maintenance work orders and applicants according to HUD & SK Management regulations, Credit & Background checks, Income verifications thru DPSS, EDD, Social Security Admin, Housing History, Home Visits</p>	<p>2000-2002</p>
<p>Greene's Trucking Services, Compton, CA Office Manager Customer Service, Payroll, Phones, Billing, AR/AP, Scheduling/Routing, Bookkeeper, Bill Factoring, Sales Representative, and Overall management. Responsible for scheduling and routing pickups and deliveries nationwide, all bookkeeping, presentations and reports.</p>	<p>1998-1999</p>
<p>Apex Home Health, Lawndale, CA Medical Receptionist/Admin Asst/ Office Mgr. Data Entry, Medical Billing, Payroll, Phones, Supply Ordering, Medical Transcription, Correspondence, Memos, Mail Clerk and other clerical support. Responsible for keeping track of patient visits, Dr.'s Orders, Billing, Chart Audits, Posting Payments, Bookkeeping, HR and Field Staff information</p>	<p>1997-2002</p>
<p>U R Absolute Good, West Los Angeles, CA Hostess/Promotions & Marketing Promotions and marketing for D.Rush productions in charge of "The House of Courvoisier" where duties include hosting, bartending, advertisement, giveaways, listening parties, and Music release parties for recording artists and celebrities.</p>	<p>1997-2003</p>
<p>Your Girl Friday, Gardena, CA VA & Hostess (on-call) Promotions and Marketing for "Your Girl Friday" Event Planning and Coordination Creation of correspondence, newsletters, & paper media</p>	<p>1996-present</p>
<p>Tony Romas, Inglewood, CA Hostess/Waitress/Server Greeting & Seating customers, Taking & Serving Orders, Cashier, Inventory & Promotions</p>	<p>1995-1996</p>

The Good Guys!, Torrance, CA
Parks & Recreation, Carson, CA
Montgomery Wards, Hawthorne, CA

1994-1995
1993
1991-1992

Entertainment

SAG/AFTRA Eligible

1995-present

Print work: Inner Circle Motorsports Calendar, Studio 1610, Shan Duroncelay's Gallery Exhibits, Playboys
Night calls ...

Film work: Miami Vice, The Black Dahlia, Charlie's Angels 1 & 2, Biker Boyz, First Daughter, Bruce Almighty, Tournament of Dreams, Beauty Shop, Johnson Family Vacation, 2Fast 2Furious, I Love Your Work, The Break-Up Handbook, "Untitled" John Hamburg Project, Alex & Emma, ...

Television: Heroes, The parkers, 7Lives Exposed, Buffy the Vampire Slayer, Sucker Free City, Knee High PI, The Partners, ER, Lucky, Dragnet, Gilmore Girls, Andy Richter Controls the universe, Firefly, Robbery & Homicide Division, Without a Trace,...

Commercials: Smirnoff, Coors Light, Budweiser, Christina Aguilera NBA Promo, Pizza Hut, Nike, Coors Extra, Sprite, Keystone Beer...

Music videos: The Game, 112, Outkast, Marques Houston, Snoop Dogg, Alicia Keys, Tribe Called Quest, Dru Down, Heavy D, Dogg Pound, Mac 10, Above the Law, Tupac,

Radio/Recording: Radio Show Host at American Radio Network; Background vocals ...

Party and Event Hostess, Master of Ceremonies, Spokes model...

I know it's a lot, but definitely not All!

Thanks For Reading!
