



## **MICHELLE A. GUEVARA**

5311 N.W. 79<sup>TH</sup> Ave  
Doral, FL 33166  
(305)646-1363

[mcguevara@bbalancedmed.com](mailto:mcguevara@bbalancedmed.com)

### **LICENSED PHLEBOTOMIST & ESTHETICIAN**

---

#### **PROFESSIONAL SUMMARY**

Certified Phlebotomist, Certified Esthetician and Professional Make-up Artist

---

#### **EDUCATION**

Bachelor of Arts in English Literature, Minor in Philosophy, Miami Florida  
Florida International University, May 2006

Associate of Arts in English Literature, Miami Florida  
Miami-Dade College May 2001

---

## QUALIFICATIONS

Phlebotomy Technician in the State of Florida, May 2013  
Licensed Esthetician in the State of Florida, April 2011  
Professional Make-up Artist in the State of Florida, July 2009

---

## PROFESSIONAL EXPERIENCE

Sole Inc. Miami, FL May 2007 to present

Administrative Assistant

Write, edit and proofread all paperwork to maintain professionalism.

Provide excellent service to customers on a daily basis.

Perform general office duties.

Accounts Payable and Accounts Receivable.

Doral Academy Charter Middle School Miami, FL August 2006 to May 2007

Language Arts - Reading Teacher

Handled classroom coverage and management of sixth grade reading classes. Tutored mathematics to seventh and eighth grade level students for FCAT purposes. Assumed all responsibilities of a regular classroom teacher; including professional development, communication with parents, organizing student portfolios, assessments of students and individual assistance as needed. Established and maintain positive relationships with parents, students, and colleagues, fostering an environment of open communication and support

Sole Inc. Miami, FL August 1998 to August 2006

Administrative Assistant

Wrote, edited and proofread all paperwork to maintain professionalism.

Provided excellent service to customers on a daily basis.

Performed general office duties.

Accounts Payable and Accounts Receivable

Universal Vocational Institute Miami, FL May 2013

Phlebotomy Technician

Skillful and precise in performing venipuncture and capillary punctures; collecting, preparing and storing blood samples; and verifying medical records.

Miami-Dade College Miami, FL July 2009

Professional Make-up Artist Certificate

Advanced techniques for make-up application, client and artist protocol. Corrective make-up techniques for photography and film.

On-site client sanitation and disinfection procedures. Problem solving, thinking independently, creative writing, editing, oral and written communication, thinking analytically and reading critically. Windows; Microsoft office: Word, Excel, PowerPoint, Publisher; Outlook; QuickBooks; Internet research. Fluent in English and Spanish.

Proficient in Italian and French.

---

## **SKILLS**

Hydro Facial MD machine, Facial Steamer, Centrifuge Fixed Angle Digital Bench Top, Nacach Wax Machine, Professional Multi-Function Ozone Facial Steamer w/5 Diopter Magnification Lamp