

Elham Gadalla
elhamglam@gmail.com
801.800.5008
Houston, TX

Professional Work Experience

Published Hair and Makeup Artist

July 2017-Present

Freelance – IG & FB: @elhamglam

California & Utah

- Assured models and actors are hair and makeup ready for film and photoshoots
- Created hair looks to suit production requirements for Telemundo News anchor
- Assess anchor needs and gave advice about hair styles
- Accompany reporters onto set, and standby during productions
- Touch-up hair between takes, ensuring continuity

Events Coordinator - Manager

June 2020- Present

OMA, LLC

Los Angeles, California

- Managed live events, to insure everything runs smoothly and as planned
- Organized and scheduled meetings with potential clients
- Handled finances and remained under budget with all expenses being covered
- Brainstormed ideas, planned event details and executed concepts into events
- Coordinated contractual agreements between talents, venues and clients
- Designed activities, food, attending guests, schedules and roles
- Established and maintained relationships with vendors, venues and participants
- Created reliable financial reports and ways of collecting payments on time
- Stayed up to date with, and utilized social media for promoting and up selling

Salon Owner

March 2017-March 2020

Ruth's Barbershop and Beauty Salon

Salt Lake City, Utah

- Recruiting of staff including interviewing, hiring, mentoring and training
- Managed & supported successful team of employees, 15 hairstylists
- Maintained a strong client base and ensured customer satisfaction
- Successfully optimized customer flow from 160 to 370 customers weekly
- Employee scheduling using, QuickBooks Time Sheets
- Inventory; tracked, ordered and restocked of products using Boulevard software
- Ensure facility operates according to all safety and regulatory guidelines
- Attained a positive work environment
- Protected confidentiality of clients and ensured integrity of stakeholders

Store Manager

February 2015-March 2017

T-Mobile

Salt Lake City, Utah

- Managed & produced sufficient sales to meet and exceed company sales targets
- Conducted daily coaching to the sales team ensuring sales metrics are met
- Educated associates on ways to drive sales through promoting product knowledge
- Comprehensive background leading all aspects of retail store operations (merchandising, sales, customer service, inventory, cash management)
- Managing recruiting qualified sales associates to ensure staffing is met
- Oversee the activities and performances of 10 sales team associate

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Credentialing Specialist
Abeo- Mountain Division

Dec. 2010-February 2015
SLC, Utah

- Completed credentialing and enrollment applications for anesthesia doctors
- Communicate with payer representatives about doctors' enrollment status
- Follow-up on outstanding credentialing applications
- Submit weekly/bi-weekly reports to client managers
- Processed medical insurance denials, correspondence, and submitted appeals
- Contacted insurance companies regarding outstanding claims and payments
- Inbound/outbound phones calls to and from patients and insurance companies

Freelance Hair and Makeup Experience

Telemundo Utah News - TV

Created hair & makeup looks, stayed on-set ensuring continuity for the news anchor, 2017-2018

Head/Key Hair & Makeup Artist- Film

- *The Nothing*- HBU Cinema & New Media Arts, Houston, Texas, 2021
- *A Matter of Death* – Utah Valley Films, Salt Lake City, Utah, 2020
- *The Guest*- University of Utah Films- Award winning, F&MAD Spring Showcase 2019
- *Salty Plastic*- Avant Garden Films- Award winning, F&MAD Spring Showcase 2019
- *The End*- University of Utah Films- Award winning, F&MAD Spring Showcase 2019

Photoshoots

Coordinated and joined many photoshoots and networking events throughout Utah, CA and Houston. Where I would provide hair and makeup services on participating models.

Fear Factory Haunted House, Salt Lake City, Utah

Summer Internship training- Special effects and haunted house makeup 5/25/2019- 8/24/2019

Education

- B.S. in Strategic Communication, University of Utah, Anticipated Spring 2023
- Minor in Leadership, University of Utah, Anticipated April, 2022
- Associates in Communication, Salt Lake Community College, Utah
- Licensed Cosmetologist and Barber, American Beauty Academy, Utah
- Certificate in Medical Coding and Billing, Salt Lake Community College, Utah

Skills

Management	Project management	Effective communication
Budgeting	Time management	Strong leadership
Marketing	Photoshoot production	Delegation
Production	Problem-solving ability	Administration
Event coordinating	Microsoft 365	Self-Motivated

Languages

English: Fluent

Arabic: Fluent

Spanish: Intermediate