

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Administrative Secretary - Hair Salon/ Location

MONTH YEAR - Present

- Assisted customers with booking and scheduling their hair appointments.
- Collaborated with local companies to obtain discounts on products and services.
- Communicated with clients regarding the salon's schedule and social media.
- Processed cash and card payments.
- Helped customers find beauty supplies and tools for their specific preferences and financial budget.

Cosmetologist - Salon / Location

MONTH YEAR – MONTH YEAR

- Performed scalp, neck, and facial treatments.
- Helped create a new serum to treat rosacea that became a high-selling product in the store.
- Cleaned wigs and hairpieces for hygienic purposes and everyday use at the store
- Styled hairpieces for sale.
- Recommended hair care and facial care products to customers that met their unique preferences, skin/hair needs, and budget.

Project Experience

- Offered clients helpful tips on how to care for their hair by recommending in-store products.
- Organized and recorded clients' past services to help the salon colorists and stylists.
- Scheduled client services and recorded services in the company's calendar and booking system.

Education

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Time management to keep appointments
- Listening skills to communicate with clients
- Physical endurance for standing/sitting multiple hours per day
- Well-versed in the scheduling and cleaning processes of a salon
- Friendly and personable when dealing with clients

Licenses & Accreditations

Licenses & Accreditations

- (State license for hair styling or # of hours)