Your Name

Address ● City, State, Zip ● Phone: (999) 999-9983 ● Email Adress

StyleSeat Online Portifolio: www.styleseat.com/yourname

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| Certifications  Shampoo Apprentice License  Massage Therapy License  OPI  Skills Summary  Customer Service  Make Up Training  Waxing  Regular\ Spa Facials  Sales\ Marketing  Billing  Massage  Cuts  Color  Highlights  Low lights  Relaxers  Styling  Front Desk Operations  Perms  Eyelashes  Eyebrows  Mani/Pedi |  | **Objective *(write a brief description of what you are seeking and what you have to offer the employer)***  Seeking a challenging position where my training and skills can be beneficial to a salon, while giving superior client service and having attention to details to exceed goals.  **Education** ***(List all of the skills you have learned about the beauty industry while in school and out.)***  Ogle School of Hair, Skin and Nails, Arlington, TX  Certificate of Completion in Cosmetology, 2013   * Maintained high client request rate * Success Team: Offices held vice-president and president office   (Requirements: 95% attendance and a minimum of 95% GPA)   * Star Student |
| Texas Massage Int., Dallas, TX Certificate of Completion, 2001  Massage Therapist Program   * Participated in hands on student training with licensed massage therapist * Obtained massage therapy license   Experience (List Employers with a brief description of job duties)  UCNT, Dallas, TX 10/2007-03/2010  Front Desk Clerk |
| * Developed relationships with clients in an effort to negotiate payments or to satisfy any deficiency balances * Properly document all client activity in the system * Reviewed and monitored the checking in and out of patients on a daily basis * Customer Service   Dr. Olayinka Ogunro, DeSoto,TX 07/2000-01/2007  Front Desk Clerk     * Checked patients in and out of service with dr. * Collected co-payments from patients and assisted with any billing issues * Customer Service   Additional Knowledge/Skills (List any additional skills and knowledge from pervious jobs or in the beauty industry that you would like the employer to know)  Michael Cole 80/20 Rule Journal of Excellence Time Management  American Crew Word, Excel, PowerPoint Customer Service |
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**References Available Upon Request**