Your Name

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

StyleSeat Online Portifolio: www.styleseat.com/yourname

|  |  |  |
| --- | --- | --- |
| CertificationsShampoo Apprentice LicenseMassage Therapy LicenseOPISkills SummaryCustomer ServiceMake Up TrainingWaxingRegular\ Spa FacialsSales\ MarketingBillingMassageCutsColorHighlightsLow lightsRelaxersStylingFront Desk OperationsPermsEyelashesEyebrowsMani/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   |
|  |  |  |

 **References Available Upon Request**