

ROBERT SMITH

Hair Assistant

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As a bright ambitious person, enjoy working in a fast-paced, highly motivating position where one can assist others while challenging and expanding knowledge and understanding of the task at hand. Seeking a position that will utilize skills and offer the opportunity to gain additional skills and experience.

EXPERIENCE

Hair Assistant

ABC Corporation - JUNE 2011 - JUNE 2011

- Answered, screened, and directed phone calls to hairstylists.
- Greeted visitors in a pleasant manner.
- Handled errands, scheduled appointments.
- Restock shelves with hair products.
- Clean combs, hair rollers, and other implements and equipment.
- Made sure the salon is organized and well kept.
- Responsible for setting appointments.

Hair Assistant

Delta Corporation - 2009 - 2011

- Assisted with hair handling (washing and dying hair) Promoted hair care products and cosmetics to customers Assisted customer needs by advising hair .
- Prepared Hair Supplies for the Stylist, washed and set clients hair.
- Cleaned Work Stations and Restrooms.
- Superior Customer Service Skills.
- Shampooed and conditioned guests hair for stylist Operated a cash register and computer.
- Performed reception duties such as answering telephone calls and making appointments.
- Promoted and sold services and products, including recommending and selling additional services and/or retail products which will enhance and improve .

EDUCATION

- Business Marketing - September 2014(Bowie State University - Bowie, MD)

SKILLS

Microsoft Office, Powerpoint, Customer Service, Communication, Analytical, People Management.