

# Robert Smith

## *Hair Stylist Assistant III*

### PERSONAL STATEMENT

Service-oriented Hair Stylist Assistant with one year background in customer service and six months in fast food. Speaking and active listening, as well as excellent communication skills. Handle tasks with accuracy and efficiency.

### WORK EXPERIENCE

#### ***Hair Stylist Assistant III***

**ABC Corporation - February 2004 - May 2007**

##### *Responsibilities:*

- Kept work stations clean and sanitize tools such as scissors and combs.
- Cut, trimmed and shaped hair or hairpieces, based on customers instructions, hair type and facial features, using clippers, scissors, trimmers and razors.
- Analyzed patrons hair and other physical features to determine and recommend beauty treatment or suggest hair styles.
- Bleach, dyed, or tinted hair, using applicator or brush.
- Updated and maintained customer information records, such as beauty services provided.
- Shampooed, rinsed, conditioned and dried hair and scalp or hairpieces with water, liquid soap, or other solutions.
- Operated cash registers to receive payments from patrons.

#### ***Hair Stylist Assistant***

**Statements The Salon - 2001 - 2004**

##### *Responsibilities:*

- Follow established procedures to accurately perform shampoo and conditioning treatment.
- Follow established standards of safety and cleanliness, keeping equipment properly sanitized and hair and treatment areas clean and presentable at all times.
- Offer clients beverages and other items as needed.
- Attend and participate in training meetings, sales promotions and outside beauty shows.
- Ensure compliance with all state licensing and health requirements.
- Perform various duties to assist staff as requested.
- Completed cosmetology license Skills Used Positive attitude and professional image; attention to detail and ensuring safe and sanitary conditions are met.

### Education

High School Diploma - (Sabal Palm Academy - Palm Bay, FL)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Sales, Typing, Cash  
Handling, Cash Register,  
Customer Service,  
Microsoft Word, Microsoft  
Excel, Computers.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)