

Objective

Seeks to obtain a position that will utilize and challenge the professional skills and field experience that have been acquired, while offering positive growth and development within the organization.

Skills

Typing 45wpm, inventory management, employee management, hiring, training, coaching, scheduling employee hours and customer appointments, budgeting, creating reports, data entry, Microsoft Office Suite.

Work Experience

Learning Leader

ABC Corporation - 2008 – 2010

- Developed daily lesson plans Educator for the fundamentals of haircutting and beauty.
- Oversee students working on clients.
- Creates lesson plans for an enriched learning experience.
- Managed the T-Zone area by performing mini-classes.
- Administrative work, receptionist, scheduling guests, managing multiple phone lines, quarterly inventory using excel, making travel arrangements.
- Assist in the education of future professionals looking to enter the world of cosmetology and earning their License.
- Take part in creating and developing new Learning lessons for future professionals.

Learning Leader

Delta Corporation - 2005 – 2008

- Developed daily lesson plans Educator for the fundamentals of hair cutting and beauty Oversee students working on clients.
- Phase 1 & Protege Learning Leader Creates lesson plans for an enriched learning experience Managed T-Zone area by performing mini classes Assists in .
- Administrative work, receptionist, scheduling guests, managing multiple phone lines, quarterly inventory using excel, making travel arrangements for .
- Assist in the education of future professionals looking to enter the world of cosmetology and earning their License.
- Also take part in creating and developing new Learning lessons for the future professionals.
- University of Illinois College of Liberal Arts & Sciences - Taught two classes of 20 college freshmen - Organized and planned for classes weekly.
- www.cao.paulmitchell.edu Supervised and signed off on future professionals guest service experience on the clinic floor on all points including .

Education

Post Graduate Certificate in Global Training & Development - (Northcentral University)