ROBERT SMITH

Salon Coordinator/Manager

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SUMMARY

Capable receptionist, comfortable answering a high volume of incoming calls while handling in-person inquiries from clients and colleagues. Skilled at multitasking, flexible, and hardworking, with the drive to succeed.

SKILLS

German language near native fluency, Slovene Colloquial level fluency, Microsoft Suite, Adobe Products.

WORK EXPERIENCE

Salon Coordinator/Manager

ABC Corporation - July 2012 – May 2014

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Maintained the front desk and reception area in a neat and organized fashion.
- Maintained and counted inventory and back stock, as well as organized retail stock on the floor.
- Made copies, sent faxes, and handled all incoming and outgoing correspondence.
- Promoted to Salon Coordinator after thirteen months of employment.
- Received a merit raise for strong attention to detail, exemplary customer service and team-player attitude.
- Maintained positive relationships with regular clients and coworkers.

Salon Coordinator

ABC Corporation - 2008 – 2012

- In charge of guest relation, social media, community outreach, and team building exercises.
- To establish salon moral.
- Schedule client appointments.
- Maintained inventory of all salon Products.
- Created salon advertising displays.
- Conducted client transactions and Clients consultations to assist in finding the right stylist.
- Improved productivity of the salon..

SCHOLASTICS

- - (London College of Beauty Therapy)

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