

ROBERT SMITH

Salon Owner/Specialist

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Highly efficient in drafting and managing legal documents, document production for litigation, legal research and case preparation. Detail-oriented with ability to multi-task, prioritize and meet deadlines with a large workload and tight turnaround.

EXPERIENCE

Salon Owner/Specialist

ABC Corporation - JANUARY 2000 - JUNE 2007

- The lead stylist and owner Booking appointments, Data Entry, Bookkeeping, Inventory, the audit of books, deposits.
- Salon design, oversees construction, advertising, marketing, print and radio, press releases, cash control, scheduling.
- Managed all aspects of the business including accounting, marketing, recruiting and training.
- Enhanced store revenue by creating an interactive website and attending various trade shows.
- Processing of accounts payable, vendor management and payroll in house.
- Responsible for all aspects of marketing and promotion including managing social media, print and television marketing.
- Duties include supervision of staff, customer service, payroll processing, cash handling, and bank deposits.

Salon Owner/Specialist

ABC Corporation - 1997 - 2000

- I ran my own full service salon.
- Haircutting, coloring, perming, waxing, and shampoo sets were some of the services that I offered.
- Working for myself taught me how to be self motivated.
- Also developed a deep respect and concern for my clients/customers needs.
- Investing 500.00 to start my little salon, I was able to make a success of a salon that was actually out in the middle of nowhere.
- Skills Used After 26 years in the beauty business, I developed exceptional skills in my craft of cutting and razoring haircuts to make styling very easy for my customers.
- Also, always making my customers my number one priority..

EDUCATION

- Diploma



SKILLS

Microsoft Office, Quickbooks, Computer Skills, Customer Service, Inventory Management.