Robert Smith

Assistant Salon Receptionist

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SUMMARY

Hardworking Salon Receptionist successful at using product knowledge and exceptional customer service to increase guest retention and exceed sales goals, with a background in retail sales and customer service. Exceptional organization, critical thinking and time management skills.

SKILLS

Microsoft Office, Cash Handling, Customer Service, Cashier, Editing.

WORK EXPERIENCE

Assistant Salon Receptionist

ABC Corporation - January 2013 – September 2013

- Update and maintain customer information records, such as beauty services provided.
- Verify customers credit, and establish how the customer will pay for the accommodation.
- Recommend and explain the use of cosmetics, lotions, and creams to soften and lubricate skin and enhance and restore the natural appearance.
- Clean and maintain lobby and common areas, such as restocking supplies and watering plants.
- Monitoring inventory levels to ensure adequate supplies are available to meet salon needs.
- Managing client appointments, answering phones, performing data entry, filing, and file set-up.
- Helping customers to make up their minds about a particular product or service and

Salon Receptionist

Sabastians Salon - 2010 – 2013

- Shampooed hair, light cleaning, made appointments with clients, assisted Master Stylist, ran arrans, and made incoming and outgoing calls.
- Worked side by side with Stylist and photographers to advertised the business Skills Used shampooing, stock work, inventory, booked appointments, worked at hand with customers, worked with one then one stylist, work at fast pace on day to day task in salon.
- worked in retail on sales floor, worked at local Medical center were I work in the food service.
- Did a little plant work there I did picking and packing.
- worked with chemicals.
- Im an easy outgoing person with lots of energy and willing to give my time to your company to help you better your career.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Accounting - (University of Phoenix - Phoenix, AZ)

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