ROBERT SMITH

Spa Coordinator I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a Laser Trainer position within a reputable company, to educate and train on the proper application of cosmetic lasers, to improve the quality and the standard for laser performances.

CORE COMPETENCIES

Product Specialist, Customer Service Skills, Server, Hospitality, Esthetician, Inventory Management.

PROFESSIONAL EXPERIENCE

Spa Coordinator I

ABC Corporation - April 2011 – August 2011

Key Deliverables:

- Contact housekeeping or maintenance staff when guests report problems.
- Keep records of spa availability and guests accounts, manually or using computers.
- Answer inquiries pertaining to hotel services, guest registration, and travel directions, or make recommendations regarding shopping, dining, or entertainment.
- Coordinate facility schedules to maximize usage and efficiency.
- Carry out unusual requests, such as searching for hard-to-find items or arranging for exotic services, such as hot-air balloon rides.
- Monitor the appointment schedule at all times and usher clients through their process, ensuring delivery of five-star standards every day.
- Open and close boutique, up-sell and recommend products through estheticians planner, light hand in visual display, restock merchandise.

Spa Coordinator

ABC Corporation - 2010 – 2011

Key Deliverables:

- Coordinated appointments and events at the spa.
- Promoted the spa through advertisements.
- Promoted the spa through social media.
- Trained other staff members.
- Sold spa products.
- Answered phone calls.
- Cashier..

EDUCATION

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Chemical Peels - June 2010(LE MELANGE ACADEMY - Napa, CA)

2259 Oak Street, Old Forge, New York, 13420

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