

ROBERT SMITH

Stylist Assistant/Executive

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To pursue a career with a salon that offers opportunities for growth and advancement. Extensive knowledge to the fullest potential, while expanding skills and focusing on all aspects the Beauty industry has to offer.

EXPERIENCE

Stylist Assistant/Executive

ABC Corporation - FEBRUARY 2006 - MARCH 2007

- Assisted owners with clients by greeting them upon arrival, Answered phones.
- Scheduled appointments, kept the shop clean and organized. Ran errands for the owner and also clients got in and out in a timely fashion.
- Able to build relationships with the clients to ensure their happiness while at the salon.
- Able to keep the day flowing, one appointment after another without a long wait time.
- The organization, Multitasking, Very good communication skills and the ability to build relations.
- The ability to solve problems effectively, time management skills.Active listening to ensure accuracy and customer satisfaction.
- Greeting them as they come through the door and assisting them. Answering Phone- Doing orders over the phone, pick-ups, etc.

Stylist Assistant

ABC Corporation - 2004 - 2006

- Assisted senior stylist with clients performing duties such as shampooing, coloring, and chemical services.
- Maintained scheduling of customers appointments using online database program.
- Maintain client records of services performed using database program.
- Periodically filled in as receptionist to greet clients and answer telephones.
- Responsible for maintenance in general clean-up of shop.
- Maintain inventory of products, informed senior stylist when products was low; occasionally assisted with purchasing and restocking of inventory.
- Used Microsoft Excel spreadsheet for inventory tracking,.

EDUCATION

- - (Walker High School)

SKILLS

Branding, Cutting, Coloring, Styling, Waxing, Upstyling.