

# JESSICA CLAIRE

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## Summary

Skilled in exceeding sales goals and company expectations by expanding client base and maintaining high standards of customer service.

## Highlights

- Outstanding customer service
- Quick learner
- Business management
- Strong organizational skills
- Excellent communication skills
- Managing appointments
- Money Management
- Reception skills
- Time management ability
- Team player mentality

## Experience

**Designer**, 10/2014 to Current

Altair – Sunnyvale, CA

Promoted and sold salon services and products, educated guests on proper hair care, and politely answered the phone and scheduled appointments for clients.

**Hair stylist, nail tech, and manager**, 04/2013 to 10/2014

Gloria's Salon – City, STATE

Computed sales prices, total purchases and processed payments. Totaled employees weekly checks. Help elderly get to and from appointments. Managed appointments for entire salon. Maintain inventory of salon.

**Hair stylist and cashier**, 05/2011 to 02/2012

JC Penney -Styling Salon – City, STATE

Sold salon services and products, check out guest ticket after the service was completed

**Customer service and cashier**, 06/2006 to 01/2007

JC Penney

Operated a cash register to process cash, check and credit card transactions. Guided customers in choosing items that reflected personal style and shape. Replenished floor stock and processed shipments to ensure product availability for customers.

## Education

**Diploma**: 2006

West High school - Bakersfield, CA

2008

Career Academy of Beauty - Garden Grove, CA

Cosmetology license obtained Redken color - Goldwell color -

## Skills

- Sales Software: Kronos
- Payroll
- Billing
- Customer Service
- Answering phones
- Patience
- Great communication skills
- Color and cutting techniques