**Alane Leo**

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1350 Kelso Dunes Ave. #214

Las Vegas, NV 89014

**Education:**

European School of Massage Therapy

Las Vegas, NV

08/10-05/11 Massage Therapy

Northwest Technical College

East Grand Fork, MN

1992-1994 Business Management

**Special Skills:** Microsoft excel , 10 line phone system, 10 key data entry, fax machine, copy machine. I have 10 years of Management experience, 10 years of sales experience, 12 years of computer experience, 8 years of massage experience.

**Employment:**

04/01/19 - current GDH digital phone service CSR

03/08/16 -03/31/19 Mutal of Omaha Insurance Insurance Agent

01/14/2019 - 3/7/19 Grandview Time Share Agent

05/11- 12/2018 Relax and Smile Massage Spa Manager

Paperwork, run reports, check clients in and out. Run staff, advertising, marketing, weekly employee meetings.

05/11- Current Professional Massage Massage Therapist

WSOP for 6 years. This job is seasonal. It requires me to find my own customers to work on. Talking to poker players and work as a team with other therapists.

05/30/2017- 05/30/2018 Massage Envy Massage Therapist

I help clients by giving them a wellness plan and a massage custom to their own individual needs.

07/15- 06/09/2018 Angel’s Blessings Spa Massage Therapist

I talk to clients and listen to their needs. Then I customize a massage to fit those specific needs. I bring my own clients in as well. I upsell products, answer phones, book appointments, and team leader for the other therapists. I was a front desk manager as well.