

ROBERT SMITH

Small Business Owner Stylist

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To be a part of a company that is customer and employee oriented; with the personal touch. To lead sales, grow in profit, and make life long clients. To develop employees to be the bests they can be with a fun and professional attitude.

JULY 2006 - FEBRUARY 2009

SMALL BUSINESS OWNER STYLIST - ABC CORPORATION

- Audit contracts, and prepare reports to substantiate transactions prior to settlement.
- Answer phones and answer customer questions and inquiries.
- Provide account information to customers over the telephone.
- Operate computer terminals to data enter, retrieve and edit information from databases.
- Sort and file correspondence, and perform miscellaneous clerical duties.
- Classify items on reports for bookkeeping purposes.
- Prepare and process billing statements and investigate billing irregularities.

2001 - 2006

SMALL BUSINESS OWNER - ABC CORPORATION

- of a yoga studio.
- Supervised independent contractors.
- Responsible for accounts payable/accounts receivable.
- Presented at various workshops and conferences.
- Managed student database.
- Updated schedules, published e-newsletters, and developed a web site.
- Taught meditation, pre-natal, basic, restorative, senior, and vinyasa..

EDUCATION

Certification in Nails Specialty - 1999(Atlantic Vocation Technical Center - Coconut Creek, FL)

SKILLS

Bilingual English/Spanish, Forklift Operator, Machine Operator.