

# April Turner

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## EXPERIENCE

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The Natural Way Massage  
*Licensed Massage Therapist*

December 2012 - July 2013  
Austin, TX

- Massage modalities preformed: Swedish, Deep Tissue, Reflexology, Prenatal, Hot Stone
- Called back new clients to check in and address questions or concerns and also to encourage repeat business
- Discussed with clients their problem areas and developed plans for continued care
- Answered phones and set up appointments for clients
- Maintained laundry and spa in between appointments

Whole Body Studio  
*Licensed Massage Therapist and Receptionist*

May 2012 - November 2012  
Austin, TX

- Massage modalities preformed: Swedish, Deep Tissue, Reflexology, Prenatal, Hot Stone
- Called back new clients to check in and address questions or concerns and also to encourage repeat business
- Discussed with clients their problem areas and developed plans for continued care
- Greeted clients in waiting room
- Answered phones and set up appointments for clients
- Maintained cleanliness and organization of spa
- Designed marketing materials

Skin Zen Spa  
*Licensed Massage Therapist*

April 2011 - November 2011  
Austin, TX

- Massage modalities preformed: Swedish, Deep Tissue, Reflexology, Prenatal, Hot Stone
- Called back new clients to check in and address questions or concerns and also to encourage repeat business
- Discussed with clients their problem areas and developed plans for continued care
- Maintained laundry and spa in between appointments

Self Employed  
*Licensed Massage Therapist*

May 2009 - August 2013  
Austin, TX

- Meet with clients to assess needs and tailor massage to suit the individual
- Soothe client concerns and design work space to provide optimal client comfort
- Adhere to state laws for ethics and sanitation
- Maintain confidential client records in an orderly and secure fashion

Fulbright & Jaworski

October 2006 - May 2009

*Mailroom Clerk*

Austin, TX

- Opened, documented, and distributed incoming and interoffice mail
- Maintained supply rooms and kitchens
- Set up meeting rooms
- Handled all outgoing mail and packages

Brinks Home Security

November 2005 - May 2006

*File Clerk/Back-up Receptionist*

Irving, TX

- Relieved receptionist during lunch, breaks, and events
- Filed confidential employee's files
- Data entry

College Partnership

September 1999 - July 2004

*IIC Coordinator*

Grand Prairie, TX

- Answered incoming calls from potential clients to schedule appointment with recruiters
- Opened, documented, and distributed mail
- Data entry
- Rebuilt, organized, and maintained filing system
- Received and sent faxes
- Proofread packets going to customers

## EDUCATION

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A New Beginning School of Massage

February 2009

- Certificate of completion with 500 hours in Swedish massage

South Grand Prairie High School

February 2000

- Received high school diploma

## LICENSES & CERTIFICATIONS

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Texas Massage Therapy License

March 2009

- Issued by Federation of State Massage Therapy Boards
- License number MT108708
- Insured by ABMP