

Lindsay Daniels

789 First Street, Durham, NC 27517 Ldaniels@email.com (123)456-7890

Friendly and experienced hair salon receptionist. Able to handle the needs of a Large volume of clients. Understands the Latest hair trends and treatments. Willing to take on a Leadership position and assist in business development and office management.

Education

Associate in Applied Science of Cosmetology

Gaston College, Dallas, NC
September 2008 - May 2010

Key Skills

- Chemical quality control
- Personable and outgoing
- Highly organized
- Diligent

Professional Experience

Salon Receptionist

The Hair Shop, Charlotte, NC 1 March 2012 - Present

- Create and update training guides and on-boarding materials for new hires
- ♦ Up-sell hair products based on clients' stated needs and preferences, leading to an average 5% increase in monthly product sales
- Research and implement a new scheduling software resulting in a \$4,000 annual reduction in operating costs
- Develop and manage a hairdonation program to benefit those suffering from hair Loss

Junior Stylist

Bella's Salon, Raleigh, NC | August 2010-March 2012

- Worked with senior stylists to learn the best and most advanced hairstyling techniques and practices
- Maintained a client book of 15-20 regular clients and received frequent referrals
- Took responsibility for monitoring product supply levels and alerted shortages to management