

# Fatou Diallo

## Salon Manager - Tima Fashion and Hair Braiding

Ewing, NJ - Email me on Indeed: [indeed.com/r/Fatou-Diallo/08ed815007b4278d](https://www.indeed.com/r/Fatou-Diallo/08ed815007b4278d)

An organized, detail-oriented and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure. Fluent in English, French and Wolof and familiar with French medical terminology.

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Salon Manager

Tima Fashion and Hair Braiding - Trenton, NJ - June 2012 to Present

- Maintained an updated schedule of all appointments.
- Handled any cancellations or rescheduling requests.
- Maintained an inventory of available supplies.
- Resolved guest complaints or issues.
- Analyzed weekly and monthly revenues and appointment bookings.
- Ordered new products and supplies as needed.
- Prepared monthly budget and tracked salon expenses.
- Worked with owner to develop marketing and promotional strategies.

#### Airport Lounge Hostess

Leopold Sedar Senghor International Airport - Dakar - August 2009 to January 2012

Dakar Senegal, West Africa

- Served hot and cold drinks including fine wines, champagne and an assortment of alcoholic beverages,
- Assist in the serving of a la carte, buffet style breakfast, lunch and dinner menu services to passenger ensuring their needs are met prior to boarding.
- Ensure that guests receive professional, refined and elegant care in all interactions as well as in the presentation and service of food and beverages.
- Assist with basic cleaning of table tops and surfaces and ensure all silverware is clean and maintained
- Provide first class hospitality services to all of the airlines First Class, Business Class and VIP Passengers.

#### Pharmacy Technician

Pharmacie Guignon - Dakar - January 2008 to August 2009

Dakar Senegal, West Africa

- Received and stored incoming inventory, verified quantities against invoices, and checked for outdated medications.
- Made requisitions for drugs and supplies with professional guidance from the pharmacists.
- Performed clerical tasks, such as filing, answering phones, and operating cash register, maintaining prescription records, or composing letters.
- Outstanding customer service orientation
- Great attention to detail and carefulness
- Demonstrated ability to work in a detail oriented manner
- Proven ability to follow written instructions and specific directions

## EDUCATION

### **General De DIOURBEL SENEGAL**

Universite Cheikh Anta Diop De DAKAR SENEGAL - Dakar  
2008 to 2010

## SKILLS

French (10+ years), Wolof (10+ years), Microsoft Office (6 years)