




LINDSAY CARLEO

CONTACT

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 Charlotte, North Carolina

EDUCATION

COSMETOLOGY DEGREE 2015

Aveda Institute
Charlotte, NC

SKILLS

Leadership

Positive Attitude

Organization

Attention to Detail

Growth Mindset

Upselling

Decision Making

Problem-Solving

Computer Literacy

Teamwork

Written and Verbal

Communication

Negotiation

Time Management

Prioritization

Qualified, professional leader with over three years of experience in hiring and training new employees. Excellent verbal and written communicator with a proven track record in cultivating strong, positive relationships with her team while consistently surpassing monthly goals.

EXPERIENCE

DIRECTOR OF EDUCATION AND RECRUITMENT

Carmen Carmen Salon

05/2022 - 03/2023

- Led the new talent acquisition program, building and maintaining relationships with education programs throughout the Charlotte area and fostering relationships with potential new hires.
- Conducted all aspects of employee onboarding, setting up new hire orientation, preparing or requesting any and all materials needed including identification and tax documentation, and ensuring the smooth transition and integration into the company.
- Revamped the new hire onboarding process by building out an extensive onboarding manual, reducing the need for redundant paperwork and streamlining the program.
- Collaborated with educators during the training process to monitor each new hire, creating schedules and providing assistance and coaching as needed.
- Coordinated with existing employees for continuing education programs to further develop their skill set and expand the services they could provide to their clients.
- Communicated with the business owner on both a monthly and weekly basis, and if needed, daily, to ensure business operations ran smoothly and successfully.

MANAGER SALON COORDINATOR

Shear Excellence

02/2019 - 05/2022

- Maintained performance-oriented atmosphere focused on productivity and guest satisfaction, scheduling 1:1 meetings to address employees concerns as needed.
- Hired, onboarded and trained staff according to company standards, providing seamless integration of newly hired employees.
- Drove company's success through unrivaled guest experience by meeting coverage demands, organizing effective schedules, and delegating assignments, guaranteeing an exemplary visit for every customer.
- Scheduled and held monthly meetings, empowering the staff to take control of client relations, make informed decisions, and expand clientele.