

SUMMARY

A seasoned cosmetologist transitioning into a business support role with strong organizational skills and client relationship experience. Successfully balanced schedules and managed customer interactions in past roles. Enthusiastic about leveraging beauty industry experience to manage calendar alignments, internal collaboration, and contribute to a dynamic team culture.

SKILLS

 Customer Service Experience, Calendar Management, Cross-Functional Collaboration, Administrative Experience, Business Support Experience, Attention to Detail, Time Management, Multitasking, Organization

EXPERIENCE

Cedarhouse Hair Studio Nov 2024 - Present

Cosmetologist

Seattle, WA

- Delivered personalized beauty services, including hair styling, coloring, cutting, and treatments, tailored to client preferences and industry trends to ensure high client satisfaction
- Built lasting client relationships by providing expert consultations, recommending products, and maintaining consistent communication to foster trust and loyalty
- Maintained high standards of hygiene and safety, adhering to industry regulations and best practices to ensure a clean and welcoming environment
- Stayed ahead of industry trends, regularly attending workshops, certifications, and training to offer innovative techniques and maintain professional expertise

Love, June Salon Feb 2023 - Present Cosmetologist Seattle, WA

Robert Leonard Aug 2022 - Feb 2023

Apprentice

Seattle, WA

- · Assisted senior stylists by preparing clients for services, mixing hair color, and ensuring workstations were clean and organized, contributing to a seamless client experience
- Provided exceptional customer service by greeting clients, scheduling appointments, and addressing inquiries with professionalism and a client-focused approach
- Supported daily salon operations by maintaining inventory, stocking products, and managing tools and equipment to ensure a well-organized and efficient workspace

Beauty Bar May 2021 - Jun 2022 Morgantown, WV

Cosmetologist

Spa Roma Cosmetologist Aug 2020 - May 2021

Morgantown, WV

WVU Dental

Dec 2017 - Jan 2019

Receptionist

Morgantown, WV

- Managed front desk operations by greeting visitors, handling incoming calls, and directing inquiries to appropriate departments, ensuring a seamless customer experience
- Maintained organizational efficiency by scheduling appointments, coordinating consultations, and managing calendars for multiple dentists
- Streamlined office workflows by managing correspondence and handling deliveries to support day-to-day operations

EDUCATION

Laurel Business Institute

Jan 2019 - Mar 2020

Cosmetology