**Name**

**Address**

**Phone**

**Email**

**OBJECTIVE:** I am looking for a position to utilize my skills of esthetics or work in an office setting. I have 32 years of office experience working in a manufacturing plant.

**EXPERIENCE**

Tools, Inc. - PA October 1979 - January 2012

Office Manager - excellent written and verbal communication skills; detail oriented; customer relations; computer skills including daily data entry: purchasing; shipping and receiving; human resources; inventory; assisted employees.

Mansion - PA November 2004 - February 2011

Esthetician - various facials, body treatments, full-body waxing and make-up.

Position - PA February 2007 - February 2011

Esthetician - various facials, full-body waxing and make-up.

**EDUCATION**

West Middlesex Area Schools September 1966 - June 1978

West Middlesex, PA

Attained High School Diploma with Honors

Beauty Academy April 2003 - October 2003

PA

Attained other Post-Secondary or Certification

Pennsylvania Licensed Esthetician, Hair Removal and Make-up

**CERTIFICATIONS AND LICENSES**

Esthetician license issued by Commonwealth of Pennsylvania

PROFESSIONAL REFERENCES