**Salon Receptionist Resume**

**Jacob William**

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**OBJECTIVE::** To obtain a Salon Receptionist position with Creative Hair Saloon making use of salon experience and expertise in front desk and clerical tasks.

**KEY QUALIFICATIONS**
• Over five years of experience working as a receptionist
• Highly skilled in providing positive customer services to all salon clients and retail customers
• Experience of maintaining reception area with relevance to cleanliness and organization
• Proficient in maintaining inventory processes and replenishing retail products
• Well versed in implementing and executing salon programs

**ACCOMPLISHMENTS**
• Launched salon retail products by 12 Cosmetics that resulted in growing retail customer base by 25%
• Boosted salon customer base by actively participating in marketing activities

**WORK EXPERIENCE**
Apr 2008 – Present
Bellisma Salon Services Casper, WY
**Salon Receptionist**
• Greet customers coming in and provide information about salon services and retail products
• Assist in maintaining reception area and organize salon environment
• Suggest and sell salon services and products
• Assist salon leader with administrative tasks and salon results
• Answer phones, book appointments, maintain accounts and client records

May 2007 – Apr 2008
D&S Community Services – Austin, TX
**Receptionist**
• Answered phones on busy switchboard
• Performed data entry, filing and file set-up
• Opened and distributed mail
• Scanned documents
• Managed office supplies
• Prepared overnight deliveries

**EDUCATION**
CITY COLLEGE, Austin, TX, 2002
Bachelor of Arts in Sociology

**SPECIAL SKILLS**
• Excellent knowledge of salon equipment, procedures and supplies
• Good organization and coordination skills
• Demonstrated ability to communicate effectively
• Profound ability to understand and follow instructions
• Proven ability to perform simple accounting procedures