

Shelia Bundy

000 Broadway Lane New Parkland, CA, 91010 Cell: (555) 123-4567 sheliabundy@example.com

Summary

Pleasant Salon Receptionist who is also able to maintain very accurate records and keep the salon schedule. Adept at product sales, maintaining a clean salon and delivering excellent customer service. Specializes in smaller boutiques and family salons.

Highlights

- Extremely pleasant and professional personality
- Strong computer software skills
- Exceptionally organized and prepared at all times
- Works as many hours as are needed
- Dedicated to creating a pleasant customer experience
- Works hard to develop repeat customers

Work Experience

July 2012 to February 2015 Kids And Stuff Salon – New Parkland, CA Salon Receptionist

- Maintained the salon schedule and assigned customers to each stylist.
- Tracked all product sales and placed replacement orders when needed.
- Spent part of each day cleaning the entire salon to enhance the customer's experience.

June 2007 to July 2012 Bridgetown Salon – New Parkland, CA Salon Receptionist

- Took incoming phone calls, responded to customer emails and delivered excellent customer service.
- Developed innovative ways to display products that resulted in an increase in product sales.
- Worked with stylists to develop an experience that created repeat customers to drive up revenue.

June 1997 to June 2007 Wallace Salon And Day Spa – New Parkland, CA Salon Receptionist

- Acted as the primary resource for customers with questions and for customers looking to set appointments.
- Increased the product inventory until the revenue from product sales had gone up 20 percent.
- Developed marketing materials that were given to clients as they left.

Education

1997 Pally High School, New Parkland, CA High School Diploma