**Shelia Bundy**

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