**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