

Shirley Smith

23 Real Road
Small Town, US 70332
(555) 555-4589

Summary of Skills

Recent graduate of the Northwest Mississippi Community College Cosmetology Program. Licensed cosmetologist with less than one year experience in the field. Ability to successfully develop and implement special sales promotions. Strong customer service skills and willingness to learn.

Work Experience

Stylist, Hair By Design, Small Town, MS (2009-present)

- Began as stylist
- Handled product orders, customer service, inventory and all cosmetology services
- Created special **Mother's Day** gift certificate promotion, which resulted in 14 new permanent customers for private salon

Sales Associate, Tan-n-Go, Horn Lake, MS (2007-2009)

- Provided customer service to clients who purchased tanning packages and promotional items
- Maintained scheduling for all tanning customers
- Familiarized clients with new services, tanning guide lines and specials
- Exceeded in providing a clean and healthy environment by maintaining sanitized facilities and equipment

Childcare, Private homes, Small Town, MS (2005-present)

- Provided frequent childcare for families in the community
- Supervised from 1-4 children under the ages of eight

Licensing

Northwest Mississippi Community College, Senatobia, MS (2009, Licensed Cosmetologist)