

# Lindsay Daniels

789 First Street, Durham, NC 27517 | ldaniels@email.com | (123) 456-7890

Friendly and experienced hair salon receptionist. Able to handle the needs of a large volume of clients. Understands the latest hair trends and treatments. Willing to take on a leadership position and assist in business development and office management.

## Education

### Associate in Applied Science of Cosmetology

Gaston College, Dallas, NC  
September 2008 - May 2010

## Key Skills

- Chemical quality control
- Personable and outgoing
- Highly organized
- Diligent

## Professional Experience

### Salon Receptionist

The Hair Shop, Charlotte, NC | March 2012 - Present

- Create and update training guides and on-boarding materials for new hires
- Up-sell hair products based on clients' stated needs and preferences, leading to an average 5% increase in monthly product sales
- Research and implement a new scheduling software resulting in a \$4,000 annual reduction in operating costs
- Develop and manage a hair donation program to benefit those suffering from hair loss

### Junior Stylist

Bella's Salon, Raleigh, NC | August 2010 - March 2012

- Worked with senior stylists to learn the best and most advanced hairstyling techniques and practices
- Maintained a client book of 15-20 regular clients and received frequent referrals
- Took responsibility for monitoring product supply levels and alerted shortages to management