

Cynthia Bullock

Assistant Store Manager / Esthetician

Longmont, CO 80501

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303.434.8139

To secure a position related to the personal care of clients' skin while continuing my education at the post-secondary level toward additional certifications and/or advanced degrees

Work Experience

Assistant Store Manager / Esthetician

Beauty Brands - Boulder, CO

October 2017 to April 2018

- * Retail store management where I managed service reps, salon and stylists with their schedules
- * Maintained Store standards and cleanliness guidelines
- * Licensed Esthetician (see above skills)
- * Level- Headed and experienced to handle any situation

Administrative Assistant

Trinity Oil and Gas - Denver, CO

November 2014 to November 2015

- * Answered high-volume phone calls
- * Assisted with appointment scheduling
- * Accurate data entry
- * Responsible for filing and other general office duties

Education

Associates in Esthetician

IBMC College - Longmont, CO

June 2016

Skills

DATA ENTRY, RETAIL, RETAIL MARKETING, ANSWER PHONES, ARTICULATE

Additional Information

SKILLS

- * Poised, confident, friendly, easy-going, outgoing, charismatic
- * Easily adapt to new environments and changing priorities

- * Career-committed with outstanding "people skills"; ability to communicate with diverse demographic groups
- * Articulate and professional, qualified product marketing and top-notch client consultation
- * Demonstrated drive and skills needed for successful progression in Cosmetology
- * Ability to quickly learn new procedures, products, styles, etc.
- * General computer knowledge and data entry skills utilizing MS Word, PowerPoint and Excel
- * Trained to competently and courteously answer phones, schedule appointments, handle financial transactions, market services/retail products, stock inventory

TREATMENTS/TECHNIQUES

- * Facial/body waxing
- * Microdermabrasion

PRODUCT LINES

- * Dermalogica
- * Sanitas