

Hannah M. Wheelis

2109 27th Avenue Court Unit 4 Greeley, CO 80634 ▪ 970-305-6176 ▪
Hannah.m.wheelis@gmail.com

OBJECTIVE

To secure a responsible career opportunity, where I can fully utilize my training in Human Resources and management, while continuing to learn and grow, at the same time,¹ make a significant contribution to the success of my employer.

EDUCATION

IBMC College

Associates of Occupational Studies Diploma – Cosmetology

- Dean's List | GPA 3.5
- OPI Certified
- Microdermabrasion Certified

Fort Collins, CO

October 2015

Aims Community College

Associates Degree of Liberal Arts

Fort Collins, CO

May 2012 – December 2014

Military Training Course

Certified as a Human Resource Specialist

Fort Jackson, SC

January 2009 – March 2009

Fossil Ridge

High School Diploma

Fort Collins, CO

August 2004 – May 2007

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
- Understanding of and adherence to ethics relating to HIPAA
- Trained to competently and courteously answer phones, schedule appointments, handle financial transactions, market services/retail products, stock inventory

AWARDS AND ACCOMPLISHMENTS

- Iraq Campaign Medals, 2009
- Good Conduct Medal, 2009
- Global War on Terrorism Service Medal, 2009
- National Defense Service Medal, 2009
- Earned two Army Commendation Medals for exhibiting dedication to duty while under severe conditions, 2009
- Recognized for overseeing soldiers overseas and maintaining accountability at all times
- Secret Security Clearance
- Recognized for supporting an entire unit overseas in Human Resources

TREATMENTS/TECHNIQUES ■ COSMETOLOGY POSITIONS

- Hair coloring: temporary, semi-permanent, and permanent
- Styling techniques
- Manicures, artificial nails, pedicures

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- Cap and foil highlighting techniques
- Infection control/sanitation procedures
- Shaping hair with scissors, razors, and clippers
- Shampooing, rinsing, and scalp treatments
- Permanent waving and chemical relaxing
- Facial/body waxing
- European Facials
- Age Smart Facials
- Medibac Facials
- Body Treatments
- Eyebrow and Eyelash tinting
- High frequency and Galvanic trained
- Microdermabrasion

PRODUCT LINES

- Redken
- OPI
- Dermalogica

EXPERIENCE

Isborn Security

Lakewood, CO

- *Security Consultant* *May 2019- June 2019*
- *I started my security career in 2008 upon joining the United States Army. In 2009 I deployed to Iraq and became a key component to help fight the Global War on Terrorism. Following this tour, I was recognized and awarded for my dedication to duty under severe conditions. I worked with and directed many soldiers while overseas, maintaining accountability at all times. Along with my skills in management I obtained and keep a secret security clearance.*

Circle Graphics

Longmont, CO

- *Production* *May 2018- January*
2018
- Operated Machines
- Laminated Canvas
- Shipping labels and boxing
- Quality Control
- Framing

BMA Steel

Greeley, CO

Receptionist

July 2017- October 2017

- Greeted Customers
- Directed Visitors
- Demonstrated excellent customer service
- Operated a switchboard to route incoming calls and place outgoing calls
- Answer the phone in a timely manner and direct calls to the correct offices
- Enter customer data and send correspondence
- Schedule and confirm appointments and maintain event calendars
- Copy, file and maintain paper or electronic documents and records

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- Handle incoming and outgoing mail

The Bar.ber.shop

Greeley, CO

Barber

December 2016-March 2017

- Greeted Clients
- Performed all Barber services
- Demonstrated excellent customer service
- Met commission goals each month
- Sold products

Cost Cutters

Loveland, CO

Cosmetologist

October 2015-May 2016

- Greeted Clients
- Performed all services on menu
- Demonstrated excellent customer service
- Met commission goals each month
- Sold products
- Performed opening and closing duties
- Cash handling

U.S. Army

Fort Hood, TX

Human Resources Specialist

August 2008 – December 2011

- Updated human resources documents
- Maintained emergency notification data
- Organized employment related reports
- Provided soldiers with health and welfare

P.F. Change's

Loveland, CO

Server

February 2007 – January 2008

- Delivered exceptional, friendly and fast service
- Skillfully anticipated and addressed guests service needs
- Monitored dining room to ensure optimal guest experience
- Answered questions about menu selections and made recommendations when requested