

☎ (212) 256-1414

📍 Rancho Cucamonga, CA

✉ your-name@email.com

PROFILE

Experienced Salon Receptionist with over 7 years in the beauty industry, eager to leverage expertise in customer service, product knowledge, and salon operations to enhance client experiences at a high-end salon. Known for delivering exceptional client support and driving retail product sales through effective communication and detailed product explanations.

EDUCATION

High School Diploma

Rancho Cucamonga
High School
May 20XX

KEY SKILLS

- POS systems
- Telephone etiquette
- Appointment coordination
- Client database management
- Financial transactions
- Sales reporting

SALON RECEPTIONIST RESUME

By Resume Genius

PROFESSIONAL EXPERIENCE

Salon Receptionist

Glam Salon, Rancho Cucamonga, CA

20XX – Present

- Facilitate an outstanding client experience for over 30 daily visitors by offering knowledgeable insights into styling services and product benefits, increasing client retention by 25%
- Manage appointment scheduling and client follow-ups using SalonBiz software, enhancing the efficiency of salon operations
- Drive sales and conversion by promoting additional salon services and retail products, resulting in a 20% increase in monthly sales
- Maintain a professional and well-groomed appearance, contributing to the salon's image of high standards and quality service

Junior Receptionist

Salon Rochelle, Rancho Cucamonga, CA

20XX – 20XX

- Provided support in managing a multi-line telephone system and greeting clients, ensuring a smooth and welcoming salon environment
- Assisted in educating customers on product benefits and hair service options, effectively upselling salon services and increasing customer satisfaction
- Collaborated closely with 3 salon associates to enhance service delivery and streamline client handling processes
- Participated in inventory control and stock management, keeping track of product availability