

# Stephanie Smith

Cosmetologist & Hair Stylist

255 Name Street, Apt. 4B Brooklyn, NY 11111  
(718) 555-2222 / ssmith@aol.com

*Creative, friendly and talented Professional with practical training in latest hairstyling, color processing, and facial techniques and strong experience in service-oriented environments*



## SKILLS PROFICIENCY

Women, Men, Children and Ethnic Clientele  
Shampoo & Deep Conditioning ☆ Cuts, Trims & Blow Outs  
Updos ☆ Highlights ☆ Permanents ☆ Waves ☆ Relaxing  
Manicures ☆ Pedicures ☆ Makeup Application ☆ Skin Treatments

## QUALIFICATIONS

- ◆ Knowledgeable in various salon equipment and new age beauty products.
- ◆ Sought after by peers for weddings, proms, and everyday styling.
- ◆ Strong design sense and keen eye for matching skin and hair color.
- ◆ Proven ability to create relaxed atmosphere and work with all client types.

## EDUCATION

**BEAUTY SCHOOL NAME**, Brooklyn, NY  
**Cosmetology Diploma**

**HIGH SCHOOL NAME**, Brooklyn, NY  
**Academic Diploma**

## FIELD-RELATED ACTIVITIES

**HIGH SCHOOL NAME** (2004)  
**Cosmetologist, Volunteer**

- ◆ Accurately assessed skin tones, hair textures, and style preferences of ethnic students participating in school fashion show.
- ◆ Received praise for designing creative hairstyles and applying makeup to 20 ethnic youth models in less than two hours.

## EMPLOYMENT HISTORY

**XYZ BEAUTY SUPPLY STORE** (2008 – Present)  
**Sales Assistant**

- ◆ Help customers select hair, makeup, and body products based on needs and preferences.
- ◆ Merchandise product shelves, process purchases, responsibly handle money transactions, and reconcile draws after each shift.

**DUNKIN DONUTS**, December (2005 –2008)  
**Counter Person**

- ◆ Greeted customers professionally, prepared food/beverage orders, and handled register detail.
- ◆ Maintained well-stocked, clean, and safe work environment and assisted co-workers during high volume periods.