

# Angela Miller

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## Objective

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To obtain a challenging and rewarding full time position as a Leasing agent with a reputable company that offers training and growth opportunities. My goal is to build a career in the Apartment Industry, contributing to my work experience in customer service, sales, leasing, and organizational abilities.

## Education

- Fair Housing & Basics of Leasing Training by Sterling Personnel
- Skyline High School Licensed Cosmetologist
- Skyline High School, May 2001 Diploma

## Skills

- Extremely organized
- Team leadership
- Clerical Support
- Excellent interpersonal and written communication
- Self-motivated
- Professional Development Leasing onsite training with property manager.

## Professional Highlights

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### Hair Stylist

### Hair Fashions

November 2015– Current

- Provided individual hair style recommendations to customers based on physical characteristics and hair condition
- Greeted and seated customers in a friendly and courteous manner
- Provided an elevated customer experience to clientele
- Scheduled receptionist coverage and assisted in personnel actions supporting salon human resources
- In charge of opening/closing shop and register while managing all employee's daily activities
- Ensured customer satisfaction by customer complaints
- Executed proper telephone procedures using appropriate customer service etiquette

### Hair Stylist

### Pro Styles Inc.

November 2001 – October 2015

- Maintained a clean, sanitized, and well-organized work environment
- Data entry completed daily, along with filing client ticket information
- Managed salon inventory and ordering of salon products and supplies
- Proficient with cash handling
- Cut and styled hair, specializing in hairstyles for bridal and prom parties
- Accepted and processed credit card and cash transactions
- Hands-on experience with office equipment, like printers and POS systems

