

Dear Hiring Manager,

My name is Mindy Clements and I have been employed in the cosmetology field for 5 years. During this time, I have learned how important it is for a business to listen to and operate around a customer's wants and needs. In my journey, I have picked up the ability to take in customer requirements and perform around them in a way that leaves the clients satisfied and wanting to return, and I believe that is a skill that can help your team grow and operate.

During my 5 years of being a cosmetologist, I have had to learn how to pick up many abilities as quickly as possible and make sure my skills are up to standards to assure our clients are taken care of to the best of my abilities. Overall, I hope that my past experience will be able to help your team further succeed. Thank you for your time, and I look forward to your response.

Sincerely,
Mindy Clements

EDUCATION:

Cosmetology License

May 2012

Dale Jackson Career Center – Lewisville, TX

CAPABILITIES:

- Able to work under pressure when presented with many clients at a time
- Proficient in processing employee payroll
- Strong ability to maneuver schedules around many busy employees
- Able to lead in team meetings
- Efficiently capable of styling/cutting a customer's hair to their liking
- Proficient in mixing and applying color to client hair
- Capable of foiling highlights in a timely manner

PROFESSIONAL EXPERIENCE:

The Boardroom Salon for Men

Highland Village, TX

June 2016-Present

Hair Stylist

- Proficient in gathering customer requirements and performing to their needs
- Handle appointment scheduling for new and existing clients
- Performed and operated in a high-class setting
- Maintained one-on-one interaction with clients for long periods of time
- Organized sanitation logs for regulatory bodies (TDLR)

Supercuts (Management)

Highland Villiage/Coppell, TX

November 2014-June 2016

Store Manager and Lead Stylist

- Performed normal hair stylist duties (Listed below)
- Managed store economic and performance expectations
- Managed payroll in a timely manner
- Designed schedules around stylists' needs
- Lead team meetings
- Multitasking on and off the floor
- Maintained inventory and placed product orders
- Dealt with unhappy clients and did whatever I could to make their experience better

Supercuts (Stylist)

Flower Mound, TX

June 2012-November 2014

Hair Stylist

- Helped manager keep a clean and organized store
- Completed haircuts/treatments/color/waxes in a timely manner
- Recommended and sold products
- Keeping up and completing personal goals
- Opened and closed the store
- Responsible for money counting and tills

REFERENCES:

Available On Request