

Tina S. Adams
14121 Filly Street
Haslet, TX 76052
(985) 856-9188

Objective:

If you consider adding me to your team, I think I would be a wonderful asset to your company. I like to think of myself as having great leadership, organizational, and customer service skills which are needed to run a business smoothly. I enjoy being a team player. I also enjoy sharing my knowledge with others and at the same time, I am eager to learn new things every day. Thank you in advance for your consideration.

Qualifications:

Business Management, Supervising/managing several employees, Accounts Payable/Receivable, Timekeeping/Payroll, Bookkeeping/Accounting, Scheduling several employees, scheduling jobs, cash flow management, invoicing/billing, contract billing, shipping/receiving, purchasing, inventory, sales, customer service, multi-line phones, tax logs, Preparing/filing Liens/Notices, Texas Statutory Lien waivers, Applying for Permits and inspections, Insurance updates, Reconciling Credit Card Statements, Travel and Per Diem/Booking Hotels, Flights and Rental cars for employees working out of town/state, Microsoft Office 365 (Word/Works/Excel/Sharepoint One Drive), Microsoft Teams, Salesforce, Sage/Timberline, Bluebeam, Pvault, ISN, ADP, Prelude, ISO 9001, Salon Biz, Salon Ultimate

Education:

2020 Basic CPR, AED, and First Aid for Adults
2020 Texas Lien and Bond Claims
2008 Civil Service Test COAST 7000
1992 Cosmetology License, Academy of Creative Hair Designs
1991 General Studies, St. James High School

Work Experience:

December 2022 – Present Hairstylist
Knockouts Haircuts For Men Coppell, TX
Hairstylist, Beard grooming, customer service, retail sales, Uzeli

June 2021-December 2022 Salon Manager/Hairstylist
Sharkey's Cuts For Kids Denton, TX – Coppell, TX
Hairstylist, timekeeping, payroll, scheduling, inventory, managing salon reports/sales reports, marketing, managing Facebook ads/customers/reviews, managing google info/reviews, interviewing/hiring/firing employees, customer service, retail sales, Salon Ultimate

December 2019-April 2021 Billing/Collections/Administrative Specialist

Cummings Electrical LP Fort Worth, TX

Invoicing/Billing, Contract Billing, Scheduling and leading weekly meetings with Strategic Account Managers for billing and going through billing/job costs to assure they are billing enough to cover costs, Scheduling and leading weekly AR meetings to keep SAMs aware of customer account standings, Preparing/Filing Liens/Notices, Texas Statutory Lien Waivers, Travel and Per Diem/Booking hotels, flights, and rental cars for employees working out of town/state, Applying for permits and inspections, Insurance updates in ISN, Accounts Receivables, Applying payments daily, Payroll, Collections, Reconciling credit card statements, Purchasing, Creating purchase orders, Customer service

January 2017-October 2019 Supervisor

AAA Cleaning Genies, LLC Luling, La.

Supervising several employees, business management, scheduling, timekeeping/payroll, customers service for customers, interviewing/hiring/firing employees, leading monthly meetings, bidding jobs for residential and commercial cleaning, recruiting new customers, maintaining relationships with customers, basic cleaning services, stripping/waxing of floors, post construction cleaning, move in/out cleaning

August 2011-December 2016 Administrative Specialist/Customer Service Technician

Lewis-Goetz and Company Houma, La

Receptionist, Invoicing, AP/AR, Purchase Orders, Shipping/receiving, Timekeeping, Cash flow management, In charge of delivery drivers/deliveries, in charge of warehouse crew, transfers, reports, inside sales, set up new customer/vendor accounts, Prelude, and all other administrative duties. Also did Regional work for other locations after only 1 year employed.

March 2007-March 2010 Owner/Hairstylist

C&T Hair Productions Thibodaux, La.

Business Management, AR/AP, Inventory, Bookkeeping/Accounting, Customer Service, scheduling, hairstylist, nail technician

September 2004-October 2006 Manager/Owner/Hairstylist

Bellaire Hair and Nails Thibodaux, La.

Business Management, Payroll, Scheduling, Inventory, AR/AP, keeping tax logs, Bookkeeping, managing several employees, interviewing/hiring/firing employees, Lead monthly meetings, Hairstylist, Nail technician

Prior to 2004 – Please ask

Skills:

Business/Office/Salon Management	20+ years
Accounts Payable/Receivables	20+ years
Scheduling several employees	20+ years
Scheduling customers/jobs	20+ years
Bookkeeping/Accounting	20+ years
Data Entry	20+ years
Cash Flow Management	20+ years
Invoicing/Billing/applying payments to accounts	20+ years
Timekeeping/Payroll	20+ years
Shipping/receiving	20+ years
Sales	20+ years
Customer Service	20+ years
Recruiting	20+ years
Supervising	20+ years
Interviewing/hiring/firing employees	20+ years
Preparing/Filing Liens and Notices	1+ year
Texas Statutory Lien Waivers	1+ year
Applying for permits and inspections	1+ year
Microsoft Word/Works/Excel/Office	20+ years
Microsoft Office 365 and Teams	1+ year
Sage/Timberline	1+ year
Salesforce	1+ year
Bluebeam	1+ year
Pvault	1+ year
ISN	1+ year
ADP	5 years
Prelude	5 years
Salon Biz	2 years
Salon Ultimate	1-2 years

References:

Cherie Meekins	AR Specialist	817-353-1331
Dana Croll	Purchasing Agent	817-999-6042
Dean Schouest	General Manager	985-804-9743
Anne Colwart	Nurse Practitioner	985-860-9782
Ryan Windham	Vice President	817-355-5301