

Jeanna A. Fox

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Aledo, Texas 76008

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PROFESSIONAL SUMMARY

Licensed Cosmetologist experienced in providing customers with a full range of hair care services, building a strong client base and performing administrative duties. Dedicated to providing high quality color, custom cuts and styling with mature clientele. Excellent listener and communicator who works hard to make each client's experience a positive one.

HIGHLIGHTS

- Team Leadership
- Service Minded
- Artistic and Creative
- Problem Solver
- Personable Communicator
- Friendly and Respectful

EXPERIENCE

Lindberg Parc

June 2016 to Present

Hair Stylist

Ft. Worth, TX

- Service clients with intricate coloring and highlighting techniques.
- Assess customer needs and give advice about hair style and color options.
- Sanitize tools, restock supplies, and clean entire salon.
- Consistently increased annual revenue month to month.

Beauty Boutique

March 2016 to July 2016

Assistant Stylist

Weatherford, TX

- While attending Cosmetology School assisted Licensed and Master Stylist in learning advanced hair styling techniques.

- Set up workstation and treatment room with necessary products, equipment, and supplies.
- Shampoo and blow-dry hair in addition to providing other hair treatment, such as straightening and tinting and scalp conditioning massages.
- Suggested hair care products to customers.

Hawaiian Falls Family Entertainment Center

June 2014 to October 2014

Sales Coordinator

White Settlement, TX

- Assists sales manager focusing on managing time and date of the event and distributing any sale documentation.
- Prepared then followed up on sales quotations made for the customer.
- Responded to any questions, comments, or concerns raised by customers.
- Communicated with other departments and customer to provide a successful event for all customers.
- Provided progress to sales manager about each event.

Tri County Elderly Services

August 2008 to October 2009

Receptionist

Temple, Oklahoma

- Ensured policies and procedures were followed and ensure that work was delivered on schedule.
- Ordered all supplies and food for home office and all satellite locations.
- Prepare expense reports, review section timesheets, and maintain section files.
- Kept all forms and supplies well stocked.

EDUCATION

2016

Fort Worth Beauty School

Fort Worth, TX

LICENSES

Licensed Cosmetologist, Texas - Current

REFERENCES

Professional and personal references available upon request