

Mills Versteegh

Salon Receptionist

Profile

Details

mills.versteegh@gmail.com

334-561-3726

5905 W 119th Pl, Broomfield, CO 80020

I am a Salon Receptionist with over 5 years of experience in the industry. I have gained a strong reputation as an efficient and professional worker, and I take pride in my work. I thrive in fast-paced environments and enjoy working with people. My goal is to provide excellent customer service while maintaining a high level of efficiency.

Employment History

Salon Receptionist at Cost Cutters, CO

Feb 2022 - Present

- Answered an average of 50 phone calls per day.
- Greeted an average of 30 customers per day.
- Scheduled and confirmed appointments for up to 20 clients per day.
- Processed payments for services rendered and sold retail products.
- Performed opening and closing duties such as turning on/off lights, setting alarms, checking the bathrooms, sweeping floors.
- Restocked supplies such as shampoo, conditioner, towels, etc.

Salon Coordinator at Great Clips, CO

Sep 2017 - Jan 2022

- Generated \$5,000 in revenue per month on average as a salon receptionist.
- Answered an average of 60 phone calls per day.
- Greeted an average of 40 clients per day.
- Scheduled approximately 20 appointments per day.
- Processed payments for services rendered and retail purchases.
- Balancing cash drawer at end of shift.

Education

High School Diploma at California High School, CA

Aug 2013 - May 2017

Links

[linkedin.com/in/millsversteegh](https://www.linkedin.com/in/millsversteegh)

Skills

Scheduling



Answering phones



Cashiering



Cleanliness



Clerical work



Computer skills

Languages

English

Portuguese

Certificates

CPR and First Aid (CPR/FA)

Dec 2020

ServSafe Food Handler (SFH)

Apr 2019

Basic Life Support for Healthcare Providers (BLS-HCP)

Jun 2017