

# Karen Smart

## Hairdresser resume

### KNOWLEDGE OF

*Washing hair*

*Perming*

*Colouring hair*

*Cutting and styling*

*Reception duties*

*Booking appointments*

*Handling money & cashing up*

*Ordering salon supplies*

### PERSONAL SKILLS

*Sociable*

*Creative*

*Discreet & tactful*

*Good personal hygiene*

*Lots of stamina*

*Time management*

*Social competency*

*Highly organised*

### PERSONAL DETAILS

*Karen Smart  
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Birmingham  
B18 6NF  
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### CAREER OBJECTIVE

A hard working, reliable and enthusiastic college leaver who has a passion for delivering excellent hair treatments and a high level of customer service. Karen possesses a sparkling and easy going personality, which she can use to great effect to make customers feel special and want to come back for more. She has a good sense of style, along with excellent hand-eye co-ordination and steady hands. She is looking for a hairdressing position with an exciting salon.

### ACADEMIC QUALIFICATIONS

<b><i>Coventry North College</i></b>	<b><i>2011 - 2012</i></b>
NVQ Level 2 Hairdressing	Pass
<b><i>Birmingham South High School</i></b>	<b><i>2008 - 2011</i></b>
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

### HAIRDRESSING SKILLS ACQUIRED WHILST STUDYING

- Extensive knowledge of past and current hairstyles and trends.
- How to tactfully advise clients on styles that suit their hair type & lifestyle.
- Shampooing and conditioning hair.
- Knowledge of head massage, colour application, setting rollers and basic blow dry techniques.
- Understanding of how different hair & skin types react to various chemicals and colouring.
- Identifying hair or scalp problems, and suggesting treatments.
- Cutting hair using clippers, scissors or razors.
- Highly developed sense of colour, contour, and form.
- Cleaning the salon, including work areas and equipment.
- Shaving and trimming beards and moustaches.

### KEY COMPETENCIES

- Superb verbal, writing, and listening skills.
- Good manual dexterity, able to work quickly and accurately with hands.
- Able to react calmly to aggressive or abusive customers.
- Providing services such as bleaching, conditioning, straightening and tinting.

### SELECTED ACHIEVEMENTS

Regularly post articles on hairdressing websites about industry related issues. Learnt about the responsibilities expected of a hair salon manager or owner. Successfully completed a four week Advanced First Aid Course.

### HOBBIES & INTERESTS

When not working Karen enjoys spending her time socialising with family and close friends. She likes to keep fit and apart from going to the gym, is also a member of the local women's only soccer team. She is keen on learning about the latest fashion trends, and regularly goes to clothes shows around the country.

**REFERENCES** – Available on request.



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