

KIVON RILEY

Cosmetology Student

✉ kivonr1223@email.com

☎ (123) 456-7890

📍 Camden, NJ

🌐 [LinkedIn](#)

EDUCATION

Certificate of Completion
Cosmetology

Camden County College

📅 2020 - current

SKILLS

- Hair Styling/ Coloring
- Wig Styling
- Waxing
- Barbering and Shaving
- Chemical Hair Relaxing
- Permanent Waving
- Basic Manicure/ Pedicure

CERTIFICATIONS

- Cosmetology License, NJ (in progress)

ACTIVITIES

- Volunteer, Wigs for Kids
- President and Founder, Cosmetology Club (Camden High School)

CAREER OBJECTIVE

Cosmetology student actively pursuing training with an expected certification date of April 2021. A strong desire to learn and make an impact has helped me excel in the early stages of my career. I'm eager to help GreatClips continue to deliver great service while finding ways to improve.

WORK EXPERIENCE

Cosmetologist in Training

Great Clips

📅 2020 - current

📍 San Francisco, CA

- Executed part-time reception duties, including answering 3 phones, processing 100% of customer checkouts, and navigating customer inquiries
- Learned facets of the cosmetology profession and assisted licensed cosmetologists with styling and coloring consultations
- Cleaned the salon 4-5 times throughout the day and conducted a deep clean immediately after closing
- Awarded Employee of the Month in July 2020 for leading the implementation of several Covid-related protocols (masks, social distancing, safe customer check-in)
- Implemented company-wide waxing training sessions for 3 partner salons
- Launched 3 new internal nail art mini boutiques, **increasing revenue by 3% in 2021**
- Launched a hair donation program at the salon, partnering with the organization Wigs for Kids

Cashier

Price Rite

📅 2018 - 2020

📍 Camden, NJ

- Engaged clients on benefits of the rewards program and **enrolled the most customers for 3 consecutive months**
- Led the training for all new cashiers, teaching them about checkout procedures and monitoring productivity utilizing Point of Sale productivity metrics
- Operated 100% of the register, including cash and card transactions, scanners, and scales
- Maintained an accurate cash drawer, ensuring that all transactions were accounted for by the end of the shift
- Answered customer inquiries, using knowledge of store layout and product content to give directions as needed