

# Kivon Riley

## Cosmetology Student

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

### WORK EXPERIENCE

#### Great Clips

Cosmetologist in Training

San Francisco, CA | 2020 - current

- Handled part-time reception duties, including answering phones, processing customer checkouts, and answering all customer inquiries.
- Got exposure to all facets of the cosmetology profession, and assisted licensed cosmetologists with styling and coloring consultations.
- Cleaned the salon multiple 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).
- Launched a hair donation program at the salon, partnering closely with the organization Wigs for Kids.

#### Price Rite

Cashier

Camden, NJ | 2018 - 2020

- Engaged customers on benefits of rewards program and enrolled the most customers for 3 consecutive months.
- Led the training for all new cashiers, teaching them about checkout procedures then monitoring productivity utilizing Point of Sale productivity metrics.
- Operated all aspects 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 any customer inquiries, and use knowledge of store layout and product content to give directions as needed.

### ACTIVITIES

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

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### SKILLS

Hair styling/ coloring

Wig styling

Waxing

Barbering and shaving

Chemical hair relaxing

Permanent Waving

Basic manicure/ pedicure

### EDUCATION

#### Camden County College

Certificate of Completion

Cosmetology

2020 - current

#### Camden High School

High School Diploma

2014 - 2018

Camden, NJ

### CERTIFICATIONS

- Cosmetology License, NJ (in progress)