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| Jessica Smith |
| SummaryEnthusiastic and customer-oriented entry-level receptionist with a passion for the beauty industry. Adept at managing appointments and providing exceptional service to clients.Work Experience**Salon Receptionist Jan 2023 – Present**Beauty Haven Salon Springfield, IL* Managed appointment scheduling for 5 stylists, increasing client satisfaction by 15%.
* Handled cash transactions and maintained accurate financial records.

**Customer Service Associate Jun 2022 – Dec 2022**Retail Store Springfield, IL* Assisted customers with inquiries and product selection, achieving a 95% customer satisfaction score.
* Maintained organized displays and ensured store cleanliness.

EducationHigh School Diploma Jan 2022*Springfield High School**Springfield, IL* | Contact(123) 456-7890jessica.smith@example.comSpringfield, IL 62701SkillsCustomer ServiceAppointment SchedulingCash HandlingCommunicationMultitaskingTeam CollaborationBasic Computer SkillsPOS SystemsTime Management |