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| Jessica Smith | | |
| Summary  Enthusiastic 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.   Education High School Diploma Jan 2022 *Springfield High School**Springfield, IL* | Contact  (123) 456-7890  jessica.smith@example.com  Springfield, IL 62701  Skills  Customer Service  Appointment Scheduling  Cash Handling  Communication  Multitasking  Team Collaboration  Basic Computer Skills  POS Systems  Time Management |