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| Sophia Williams |
| SummaryAccomplished salon receptionist with over 7 years of experience in high-end salon environments. Expertise in client relationship management, team leadership, and operational efficiency, driving significant growth in clientele.Work Experience**Senior Salon Receptionist Jan 2019 – Present**Elite Hair Studio Los Angeles, CA* Increased annual revenue by 40% through strategic marketing initiatives and enhanced client engagement.
* Developed training programs for new staff, resulting in improved service delivery and customer satisfaction scores.

**Salon Receptionist Feb 2016 – Dec 2018**Trendy Cuts Los Angeles, CA* Managed a clientele of over 500 clients, ensuring personalized service and follow-up communications.
* Streamlined appointment scheduling processes, reducing wait times by 20%.

EducationBachelor of Arts: Communications Jan 2015*University of California**Los Angeles, CA*certifications* Certified Salon Manager – National Cosmetology Association – 2018
 | Contact(555) 123-4567sophia.williams@example.comLos Angeles, CA 90001SkillsClient Relationship ManagementOperational ExcellenceTeam LeadershipSales StrategyMarketing and PromotionsConflict ManagementFinancial ReportingData EntryScheduling SoftwareCustomer Retention |