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Objective: A position as an administrative assistant in a major beauty supply company.

Employment:

1990 **Beau Monde Modeling Agency** **Phoenix, AZ**
to Present **Office Manager**

- ◇ Selected appropriate models to meet client's specific job needs.
- ◇ Scheduled models and photographers for photo shoots.
- ◇ Advised models of required wardrobe, make-up and hair style.
- ◇ Directed on-site photo shoots.
- ◇ Interviewed and hired receptionists.
- ◇ Calculated payroll hours, taxes, deductions and commissions.
- ◇ Prepared and made bank deposits.
- ◇ Set up forms and requirements for new agency models.
- ◇ Worked directly with Agency owner in formulating agency guidelines and policies.
- ◇ Maintained extensive phone contact with potential clients, existing clients, models, photographers and other agency personnel.
- ◇ Provided high quality, dependable models for client projects.

1988 **Stylistics Salon** **Phoenix, AZ**
to 1989 **Receptionist/Beauty Product Sales**

- ◇ Supervised scheduling in 20-station full-service salon.
- ◇ Maintained familiarity with all major product lines.
- ◇ Conducted weekly inventory.
- ◇ Processed accounts payable.
- ◇ Ordered supplies used daily (towels, shampoo, conditioner, styling gels, cleaning supplies, color room supplies and perm supplies).
- ◇ Ordered supplies for retail sales.
- ◇ Marketed beauty care products of all major product lines.
- ◇ Increased gross sales by 150% when I was given responsibility for selecting, ordering and selling beauty products.

Education: **Jackson Beauty College** **Phoenix, AZ**
Aesthetician 1988

- ◇ Special Recognition in the Greater Phoenix Salon Competition (Make-up)

References: Available upon request