
SPA ASSISTANT RESUME

Objective:

Seeking a position as SPA Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Strong leadership and organizational skills.
 - Possess excellent customer service skills.
 - Have flexibility and a team oriented attitude.
 - Ability to manage moderate physical activity.
 - Ability to spend majority of shift standing on feet.
 - Ability to work nights and weekends
 - Ability to prepare and process requisitions on invoices in a timely manner.
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Work Experience:

SPA Assistant
PRO Sports Club , Fort Worth, TX
August 2005 to till date

- Computed and updated all Month End Spa and Salon stats and prepared review forms.
 - Ensured booking efficiencies for Spa and Salon.
 - Responded to telephone calls, correspondence and mails promptly and courteously.
 - Ensured to keep all department reports and cast member information and licenses current.
 - Prepared and maintained payroll and ensured to deliver related reports.
 - Supported managers with assigned projects as needed and approved by Director.
 - Computed inputs retail product and assisted with monthly and quarterly physical inventory.
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Education:

Associate Degree in Business
St. Francis University, Loretto, PA

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