

ZOE HAIRSTON

AESTHETICS MANAGER

CONTACT

571.623.2055

Zoearielle@gmail.com

References available upon request

EDUCATION

Northern Virginia Community
College – Associate's degree

Texas A&M Commerce University
– Currently seeking bachelor's
degree

KEY SKILLS

Ability to multitask
Complex problem solving
Exceptional with Office, Excel,
etc...
Customer service/Hospitality
Time management
Critical thinking
Workplace awareness
Conflict resolution strategizing

Languages

English/Spanish (Fluent)

PROFILE

Over the course of several years, I have had a plethora of amazing opportunities in managerial roles within many different work environments and settings. I possess a great knowledge when it comes to hospitality, managing staff and clientele, customer service, punctuality, and professionalism.

EXPERIENCE

WORLDSPRINGS • DECEMBER 2023 – NOVEMBER 2024

The Colony, Texas ~ Spa Assistant Manager

- Started, opened, and managed first spa department for company
- Created and implemented all SOPs
- Interviewed, staffed, and trained entire spa department
- Created ongoing relationships with new and existing vendors
- Facilitated all staff trainings and meetings
- Managed all schedules, timecards, and PTO for team members
- Collaborated with OPS on various department projects
- Worked with marketing department and networked to drive clientele
- Inventory management

BOHO ALTERNATIVE MED SPA • APRIL 2022 – NOVEMBER 2023

Allen, Texas ~ Assistant Manager

- Organizing, assisting, and facilitating bi-weekly team meetings
- Interviewing candidates/Onboarding and training new employees
- Inventory/Purchase orders
- Creating relationships/sponsorships for marketing opportunities
- Closely working with management on creating new workplace processes
- Managing team and their monthly/quarterly/annual goals
- Implementation of SOPs
- TDLR management

LUIS ALLEN • FEBRUARY 2021 – FEBRUARY 2022

Rockwall, Texas ~ Manager

- Created strong relationships with clientele
- Handled all inventory
- Overlooking and approving employees' schedules
- Interviewing all new candidates
- Training new employees
- Facilitating work hosted events