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ARENITA SCOTT

ESTHETICIAN



ABOUT ME

I am a licensed esthetician looking to gain experience in the medical aesthetics industry. I am currently transferring my Colorado Esthetician license to Kansas. Skin health and beauty is my passion, I am eager to begin working in an environment I'll love, at a job I love. I am seeking a full time position working as a front desk receptionist in a medical spa setting with the hopes of possibly becoming dual trained to preform aesthetic services.

SKILLS

Communication	● ● ● ● ●
Multitasking	● ● ● ● ●
Customer Service	● ● ● ● ●
Teamwork	● ● ● ● ●
Dependable	● ● ● ● ●
Sales	● ● ● ● ●

CERTIFICATIONS

Dermaplaning
Makeup Application
Eyelash Extensions
Eyelash Lift
Eyelash Tint
Microdermabrasion
Chemical Peel

EDUCATION

INTERNATIONAL SALON AND SPA ACADEMY
2019 - 2020 | Esthetics

CENTRAL HIGH SCHOOL
2014 - 2017 | Diploma

EXPERIENCE

2020 **IDEAL IMAGE**
DIRECTOR OF CLIENT CARE

Greeting all incoming guests, ensuring that the reception area and telephones are properly being covered. Knowledge of Salesforce and appointment setting/confirming. Creating client charts, pulling them for the next day, scanning and transferring documents. Sending service contracts through Docusign. Ensuring the cleanliness, sanitation and maintenance of the reception area, treatment rooms and taking and recording guest temperatures.

2019 **GREAT WOLF LODGE**
RESERVATIONS SPECIALIST

Entice guests on booking their reservation at our properties. Make conscious, ongoing efforts to provide outstanding customer service. Provide high level service to each guest with current, accurate information in response to their questions. Apply selling methodology to increase closing ratio

2018 **MESSAGE ENVY**
FRONT DESK RECEPTIONIST

Took reservations over phone, in person and via computer for guests and provided confirmation information. Used Meevo to process reservations, check-ins and check-outs. Greeted daily guests upon arrival, offered assistance and answered questions to build rapport and retention. Upsold and closed customer sales by driving product benefits around client needs.