

Hilary Manhan

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Education

Newberry School of Beauty – Granada Hills, CA

- August 2012

Calabasas High School – Calabasas, CA

- June 2005

Work Experience

Blush Salon & Spa – August 2011-Present

- Assistant: Color Application, Blow-drying, Shampoos, Booking Appointments

A & H Services – July 2006-February 2011

- Office Manager: Hiring, Invoicing, Payroll, Accounts Payable

Continuing Education

- Brazilian Blowout Certified
- Wella Studio Color Correction
- Wella Studio Essential Foiling

Professional Achievements

- Reorganized stations and established new forms that helped to save time and increase productivity
- In charge of special projects, such as coordinating conferences and trade shows

Skills

- Exceptional listener and communicator
- Attention to detail and organization
- Highly motivated self-starter

Takes initiative with minimal supervision