

Lisa Hendrickson

220 White Tail Drive, De Pere, WI 54115
Cell: (920) 217-4379 • lhendrickson@questmail.com

Profile

An energetic and talented recent technical college graduate in cosmetology and barbering with an excellent academic and work record including extensive customer service experience. Highly regarded as a warm, caring and tactful individual who can relate well to a wide variety of people. Respond well under pressure; consistently project a positive, enthusiastic outlook in dynamic, fast-paced environments. Able to quickly adapt to changing needs and priorities.

Education & Certifications

MID-STATE TECHNICAL COLLEGE, Wisconsin Rapids, WI 2011
Technical Diploma – Cosmetology & Barbering

- GPA: 3.68
- Selected coursework: Salon Business, Theory of General Cosmetology & Barbering Sciences, Occupational Communication, Advanced Cosmetology & Barbering, Applied Human Relations, Cosmetology & Barbering Clinic.

Work Experience

ELLIS CONTROLS, Green Bay, WI 2007–2009

Receptionist

Served as the primary point of contact for customers, management and employees for this manufacturer and supplier of automotive parts.

- Maintained a professional demeanor and working environment; operated a multi-line telephone system.
- Distributed incoming mail, faxes and other correspondence.
- Managed office supply inventory including reordering and purchasing.
- Maintained confidentiality and discretion with sensitive communications.

BAYSIDE COMMUNITY HEALTH, Green Bay, WI 2004–2006

Front Office Receptionist

Scheduled appointments and assisted clients for this regional healthcare provider.

- Generated new patient charts and supporting documentation and managed paperwork associated with physical examinations, worker's compensation and other needs.
- Transcribed medical test results during phone calls from laboratories.

RIDGEVIEW ELEMENTARY SCHOOL, Green Bay, WI 2002–2003

Teacher's Assistant

Helped teach a fourth-grade class. Created bulletin boards and graded papers. Assisted with teaching lessons and taking students on field trips.

Technical Skills

Microsoft Office (Word, Outlook, Excel, Access and PowerPoint)

Volunteer Experience

Volunteer Campaign Assistant, United Way
Blood Drive Volunteer, American Red Cross