

CURRICULUM VITAE

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KEY SKILLS & ABILITIES

- Excellent interpersonal and oral communication skills developed working as a hairdresser both as employee and business owner
- Excellent time management and the ability to organise and prioritise workloads accordingly to meet customer demand
- Organisation skills – high level of initiative; ability to make decisive decisions and take appropriate actions so that a successful outcome is assured
- Able to work closely with colleagues and as a team member and support other staff
- Able to analyse a problem, identify issues and develop a positive solution
- Ability to work unsupervised and take on additional responsibilities as required
- Broad range of hairdressing knowledge and experience developed over 30 years

EMPLOYMENT HISTORY

1995 - Current

Elite Hair Studio
Proprietor

Key Duties:

- Manage and maintain salon's day to day duties
- Promote salon services and products
- Successful business developed with regular clientele
- Education and training to stay up to date with new trends and techniques
- Book-keeping
- Stock control

Key Achievements:

A successful business developed and maintained as a result of excellent customer service

1992-1995

Lady A Hair Design
Manageress

Key Duties:

- Manage and maintain salon's day to day duties
- Promote salon services and products
- Repeat business by developing long term relationships with regular clients
- Education and training to stay up to date with new trends and techniques
- Supervised staff and performance management
- Supervised and provided practical training of apprentice

Key Achievements:

Maintained a smooth managerial function in a busy and demanding salon

1990-1991

Piero's Hair Salon
Senior Hairdresser

Key Duties:

- Client consultation including identifying issues and analysis with the view to a positive solution and appropriate treatment
- Promoted and sold salon services and products
- Provided advice to customers as required for new and innovative design

Key Achievements:

Provided a functional and competent hairdressing service

1986-1990

New Sensations for Hair & Beauty Proprietor

Key Duties:

- Maintain salon's day to day duties
- Promote salon services and products
- Repeat business by developing long term relationships with regular clients
- Education and training to stay up to date with new trends and techniques
- Book-keeping
- Hairdresser
- Beautician

Key Achievements:

Maintained a successful city business in a demanding environment and provided a functional and competent hair and beauty service.

1982-1986

Primpers Unisex Apprentice Hairdresser

Key Duties:

- Apprenticeship
- Hairdresser
- Beautician

Key Achievements:

Progression of apprentice to a qualified hairdresser and beautician.

EDUCATION

Midland TAFE – Ladies Hairdressing
Jeanne Cooper Beauty School – Diploma in Cosmetology
Central TAFE – Men's Hairdressing
St Thomas Aquinas – High School

ADDITIONAL TRAINING

- ◆ Current Drivers Licence
- ◆ First Aid Certificate
- ◆ MYOB
- ◆ Microsoft Office
- ◆ Keune Certificate of Achievement in Consultation
- ◆ Keune Certificate of Achievement in Blonde Voyage

INTERESTS AND HOBBIES

- ◆ Squash
- ◆ Reading