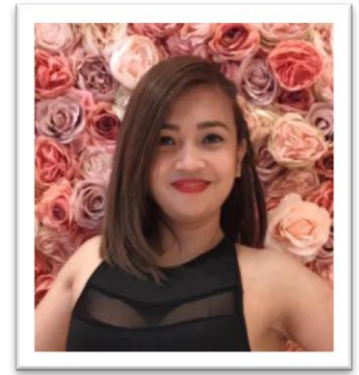


SHARON VITERBO

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Manama, Kingdom of Bahrain
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Email: sharonviterbo1982@gmail.com



OBJECTIVE

Seeking a position to widen my skills and expertise over a wide range of responsibilities assigned to me to participate actively in the development and progress of the company.

PROFILE

- Highly organized with the ability to manage multiple projects and consistently meet deadlines.
- Good communication skills, hardworking, enthusiastic and fast learner.
- Responsible person for all actions taken. Highly adaptive and can easily adjust to changes.
- Developing client relationships.

WORK EXPERIENCE

Head to Toe Salon

June 11 2014 – Present



Nail Artist / Nail Specialist

- Daily duties include providing nail and hand services to customers, such as basic manicures, artificial nails, gel nails, hand massages, hot-oil therapy, nail fills, nail repair, nail wraps and nail polishing.
- Pedicures and the application of acrylic toenails may also be performed.
- Keep Tools Sterilized and Manage Stock.
- Developing client relationships.

Spree Beauty Salon



April 2013 - June 2014

Nail Artist / Nail Specialist

- Specialize in nail artistry, including painting, airbrushing and polishing of fingernails and toenails.
- Also perform nail grooming, including nail cleaning and cutting. Manicure technicians must keep up to date with the latest nail products, techniques and trends. Also promote various products by providing demonstrations.
- Analyze Client Needs. Customers often won't know exactly what they want or what beauty treatments they really need.

Index Salon



June 2011-2012

All Around Beautician

- Work experience as a Hair Stylist, Hairdresser, Colorist or similar role. - Proficiency in hair straightening and curling methods.
- Undertakes Facial/Body treatments (Electrical/Hands on)
- Undertakes Waxing and grooming, Massage treatments, eyelash tinting, LPG and body wraps/Exfoliation treatments.
- Adheres to and carries out treatments according to prescribed Spa standards and enforces same.
- Advises and sells skin and body care packages or programs to guests.
- Possesses excellent communication skills in English (verbal/written)

Ricky Reyes Salon & Spa



2010-2011

Nail Technician

- Providing high-quality manicures and pedicures, which includes removing old nail polish from fingernails and toenails, cleaning nails, shaping the ends of nails, pushing back cuticles, and applying new polish based on clients' preferences.
- Applying artificial nails.
- Recommending various nail designs and nail art to clients.
- Evaluating the condition of clients' nails and advising them on proper nail care and suitable nail care treatments.
- Sanitizing all nail instruments and equipment before each use.
- Ensuring that workstations are kept clean and orderly.
- Ensuring that nail and massage supplies are adequately stocked.
- Providing quality hand and foot massages.

Optima Nail Art & Beauty Center

OPTIMA

March 2007-2010

Nail Technician

- Is in charge of the company's sales strategies overall.
- Developing client relationships.
- Meet with customers and determine their need for goods and services; recommend products; and process transactions.

Phoebis Facial House

PHOEBIS Facial House

Feb 2002-2003

Facial Therapist

- Analyze Client Needs. Customers often won't know exactly what they want or what beauty treatments they really need.
- Keep Tools Sterilized and Manage Stock.
- Perform Skin Treatments.

- Provide Waxing Treatments.
- Massage Therapy.
- Schedule Appointments.
- Providing manicures and pedicures.
- Giving various types of facial and body massages, including hot stone and reflexology.

PERSONAL INFORMATION

Current Age : 38 years old
 Date of Birth : January 2, 1982
 Place of birth : Kabankalan City, Negros Occidental, Philippines
 Citizenship : Filipino
 Religion : Roman Catholic
 Gender : Female
 Civil Status : Single
 Height : 5'4 or 163 cm
 Weight : 55 kgs or 121 pounds
 Address : Kabankalan City, Negros Occidental, Philippines
 Cellphone No. : +973-35050843

EDUCATIONAL BACKGROUND

Fortress College	1996-2000	Kabankalan City, Negros Occidental, Phil
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Computer Secretarial

TESDA Academy	January 2019	Philippines
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Beauty Care Services NC II – (National Certificate)

GENERAL COMPETENCIES

- Analytical Thinking—Analyzing and interpreting statistical data, focusing on details, relating various pieces of information together, identifying trends, and understanding the root cause of problems as well as successes
- Problem Solving—Generating effective solutions to problems, considering unique aspects of situations, negotiating compromises, suggesting alternative solutions, and balancing business needs with individual needs (e.g., team member needs, customer needs).
- Communication—Convey written information clearly and effectively through both formal and informal documents. Convey information orally, in such a way that the recipient(s) comprehend(s) the message.

CHARACTER REFERENCES

Available upon request