

Dannielle Reyes

[REDACTED] • [REDACTED]
NJ, 08060, US

Dynamic and highly analytical professional with extensive experience in leading all facets of management across high-growth sectors. Proven ability in efficiently supporting cross-functional teams, overseeing projects, and ensuring attainment of set targets in compliance with organizational rules and regulations. Capable of accomplishing administrative tasks, including analyzing information databases, developing diversity-related metrics, preparing documents, and submitting reports for organizational efficiency. Possess high-level of expertise in steering implementation of robust policies and procedures to improve performance and achieve exceptional outcomes. Articulate and effective negotiator; fostering strong relationships with clients and stakeholders to surpass expectations.

Areas of Expertise

- ♦ Administrative Management
- ♦ Reporting & Documentation
- ♦ Research & Data Analysis
- ♦ Strategic Planning & Execution
- ♦ Risk Assessment & Mitigation
- ♦ Problem Resolution
- ♦ Team Training & Leadership
- ♦ Stakeholder Engagement
- ♦ Business Development

Professional Experience

Oasis Beauty Salon, Moments Salon, Paige Reese, NJ
Master Hairstylist

Apr 2016 – Present

Identify customer requirements and suggest treatments/strategies to ensure attainment of desired results along with maintaining hair health. Deliver outstanding and diverse salon services to over 15 customers on daily basis, including cuts, color services, and extensions. Guide clients regarding products and hair maintenance based on needs and preferences for client satisfaction. Prepare notes for future reference, including customer preferences and services delivered.

Achieved positive performance reviews by collaborating and maintaining trust-based relationships with clients through consistent delivery of requested services and exceptional results.

Exhibited traditional and innovative haircutting techniques and salon management by conducting effective and informative training sessions for salon staff.

Supported current business growth and optimum performance by implementing new ideas and business practices.

Salon Harmony, NJ
Owner/Operator

Dec 2012 – Apr 2016

Led day-to-day business operations, including accounting, finance, HR, marketing, and public relations to meet organizational outcomes. Evaluated and improved operations, directed current business opportunities, and projected needs by presenting performance data. Maintained productivity and receptiveness to demands through establishment, execution, and improvement of internal policies. Performed hiring and training of new personnel to develop key internal functions and highlight scope of positions for new organization.

Attained long-term business success and enhanced profit levels by 30% by developing, executing, and assessing new plans and robust processes.

Offered optimal pricing of goods and services through utilization of current market trends to acquire profits from emerging opportunities.

Additional Experience

Hairstylist, Salon Selah, All About Hair, NJ

Underwriter, Independence Blue Cross, PA

Account Manager, Aetna, MD

Associate Scientist, DuPont Agricultural Products, Wilmington, DE

Education: BS – Biological Science and Minor in Mathematics, North Carolina State University, Raleigh, NC

Technical Proficiencies: MS Suite | QuickBooks