



Reese King

Spa Receptionist

Calm and attentive Spa Receptionist with 3 years of experience delivering exceptional guest experiences in luxury wellness settings

Manages appointment flow, client service, and POS transactions with efficiency and grace. Adept at promoting spa services and managing a serene environment.

PERSONAL INFORMATION



(000) 000-0000



reese.king@email.com



City, ST

KEY SKILLS

- Spa scheduling software (MindBody, Zenoti)
- Upselling and service promotion
- Front desk management
- Gift card and retail sales
- Daily cash handling
- Sanitation compliance

Professional Experience

SPA RECEPTIONIST | AURA WELLNESS SPA, TAMPA, FL

JANUARY 2022 - PRESENT

- Schedule over 50 daily appointments and coordinate with 10 therapists
- Promote packages and handle billing through Zenoti
- Maintain front lounge ambiance and cleanliness

RECEPTIONIST | TRANQUILITY SPA, TAMPA, FL

OCTOBER 2020 - DECEMBER 2021

- Managed check-ins and rescheduled bookings
- Trained in skincare product lines for upselling
- Assisted in inventory restocking and POS systems

Education

- High School Diploma
Clearwater High School, Clearwater, FL | 2020