

# NICOLE REECE

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Palm Lakes Estate, KZN | 081 828 7795 | beautypersonified29@gmail.com

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Since a young age, I have always been extremely passionate about beauty and nails; having been in the industry since high school. However, as a proud mother and wife, I am becoming increasingly determined to explore new employment opportunities with higher financial rewards, aiming to meet life goals sooner and thus supporting my family through a higher quality and stress-free lifestyle.

I am very efficient at delegating and helping others achieve their goals, as well as my own. I strive to be the best at anything I do, and enjoy meeting new and friendly faces wherever an opportunity presents itself. I am seeking an opportunity that will provide me with a basic monthly salary, but also one which will drive me to perform to my best abilities by offering a commission on sales. Respect, loyalty and willingness are just a few of my most positive traits, and I am confident in my ability to prove myself as a fantastic company asset.

## CERTIFICATES & QUALIFICATIONS

- TEFL Diploma
- Diploma in Holistic Massage
- Full Nail Technology Course
- Creative Nail Design Conversion Course
- Clean Criminal Record Background Clearance

## EXPERIENCE & EMPLOYMENT HISTORY

### **Seef - Dolphin Coast, KZN**

November 2022 - *Present*

#### SALES AGENT

As a second job alongside working as a personal assistant for AirGo, I work as the sole Sales Agent for Seef in Palm Lakes Family Estate. My job is to determine clients' needs, then show them homes that meet those needs within their budget. Concurrently I strive to find new listings on both sales and rentals, while ensuring that all documentation on current sales progresses effortlessly, while linking the relevant departments/clients to one another where needed.

### **AirGo Aircon & Refrigeration - Dolphin Coast, KZN**

January 2020 - *Present*

#### PERSONAL ASSISTANT

I currently perform a variety of daily administrative tasks and duties on a part time basis, including answering/making calls, taking and delivering messages, coordinating job tasks between employees and customers, creating quotes and invoices, making and receiving payments, ordering and receiving stock, and working closely with the company owner to resolve unforeseen issues and ensure positive customer satisfaction.

### **Beauty Specialists - Durban North, KZN**

January 2015 - February 2020

#### LECTURER

I was in charge of finding students and securing bookings for courses within the company, as well as creating and carrying out lesson plans and lecturing in holistic massage and nails.

**Beauty Personified - Durban North, KZN**

January 2012 - Present (part time only)

**NAIL TECHNICIAN & OWNER**

Providing high-quality manicures and pedicures based on clients preference; often required to recommend various nail designs and nail art. Advising on proper nail care and suitable nail care treatments, as well as maintaining and ensuring that all equipment is maintained and properly sanitised. Being the owner of my own company, a large part of my success was as a direct result of my advertising campaigns and good customer relations.

**Zonnika's Nail & Beauty Spa - Amanzintoti, KZN**

March 2008 - March 2011

**NAIL TECHNICIAN & BEAUTY THERAPIST**

Fulfilled all duties and responsibilities as per a nail technician and beauty therapist, finally having been promoted to salon manager. My newborn baby boy was the reason for leaving and becoming a stay at home mom for a short while.

**ADDITIONAL INFORMATION**

- Valid Motor Vehicle License
- Competent with Microsoft Office
- Languages: English and Afrikaans
- DOB: 29 November 1989
- Physically Fit & Healthy

Kind Regards

**Nicole Reece**