

# Kimberly Zimmerman

## Work Experience

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### **Owner/Cosmetologist/Barber**

Experience Hair by Kim Zim - Modesto, CA  
April 2020 to Present

Responsible for scheduling appointments, inventory control, maintaining and updating client records (products used/chemical services performed/formulas of chemicals/specs per visit), and performing client services (ex: haircuts, shaves, colors, lashes, braids, dreadlocks, consultations, and waxing). Providing excellent customer service.

### **Independent Contractor/Cosmetologist/Barber**

Tangled T's - Modesto, CA  
June 2016 to February 2020

Responsible for scheduling appointments, inventory control, and performing client services (ex: haircuts, shaves, colors, lashes, braids, dreadlocks, consultations, and waxing). Provided excellent customer service. Promoting retail items for client's specific needs.

### **Stylist Supervisor**

HairClub - Tracy, CA  
March 2015 to June 2016

Responsible for ordering client hair with very specific sets of details and analytics, maintaining product inventory for the entire facility. Facilitating "morning meetings" which troubleshoot and set up expectations of daily interactions with clients. Tracked client's programs (subscription) that were due for renewal or were perceived as an opportunity for an upgrade. Was put through rigorous "specialist" training to be able to perform all services provided by HairClub (usually there is one specialist for each specific service type). Was promoted to Stylist Supervisor after only six months of employment.

### **Clerical Support/Data Entry**

Care West Insurance - Modesto, CA  
January 2014 to September 2014

Managed front desk utilizing a multi-line phone system, processed documents via copy/scanner/fax/e-mail, performed data entry on a large scale, sorted and filed documents. Provided support to adjusters and field nurses by corresponding with doctors, patients, and lawyers. As this company managed sensitive information, it was my duty to screen guests entering the property and process incoming/outgoing mail for staff.

### **Independent Contractor/Cosmetologist**

Hairloom Salon - Modesto, CA  
June 2010 to August 2013

Responsible for scheduling and performing client services (ex: haircuts, colors, perms, consultations, and waxing). Provided excellent customer service.

### **Assistant Manager/Cosmetologist**

Hair Masters, Regis Corporation - Modesto, CA  
March 2007 to June 2010

Responsible for scheduling appointments, inventory control, product sales, supervising staff, and servicing clients. Assisted in the onboarding of new hires and bank deposits.

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## Education

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### **Undergrad in Computer Science/Business Management**

Modesto Junior College - Modesto, CA  
January 2020 to Present

### **License in Barbering**

North Adrian's Beauty College - Modesto, CA  
January 2018 to September 2018

### **License in Cosmetology**

North Adrian's Beauty College - Modesto, CA  
January 2002 to March 2003

### **Diploma**

Endeavor High School - Ceres, CA  
October 1999 to May 2001

## Skills

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- 6 Years of experience as a business owner. (6 years)
- 2 Years of studying Business Management and Computer Science.
- Customer service and issue resolution.
- Supervisory and training/development.
- Self-starter. Excellent communication, and time management skills.
- Web Development
- Java
- Git
- JavaScript
- Data entry
- Accounting
- Customer service
- Phone etiquette
- Communication skills
- Hair styling

- Cosmetology
- MINDBODY
- Hair extensions
- Store management
- Color theory
- Salon software
- Straight razor
- Barbering
- Sanitation

## Certifications and Licenses

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### **Cosmetology License**

### **Barbering License**

## Assessments

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### **Spreadsheets with Microsoft Excel — Proficient**

February 2022

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

### **Proofreading — Proficient**

January 2022

Finding and correcting errors in written texts

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

February 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

### **Attention to detail — Proficient**

February 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.