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PAUL JONES

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# experience

11. 2009 – 12. 2011 **The Healing Touch Salon and Spa - Las Vegas, NV**

Massage Therapist

* Pressure Points
* Swedish Massage
* Deep Massage
* Booked and confirmed appointments
* Helped in the hiring process for massage therapists

03. 2003 – 10. 2009 **Vista Spa and Salon - Las Vegas, NV**

Massage Therapist

* Deep Tissue
* Swedish
* Lomi Lomi
* Shiatsu
* Sports Therapy
* Trigger Point Therapy
* Hot Stone
* Chair
* Pre-Natal

05. 2002 – 02. 2003 **Inspirations LifeSpa - Reno, NV**

Massage Therapist

* Performed various types of massage including Swedish, deep tissue, lymphatic, sports, and stone massage therapy
* Maintained condition and cleanliness of therapy rooms and massage tables
* Prepared charts for daily appointments
* Checked in clients at reception desk
* Checked out clients at reception desk
* Answered phones and confirmed insurance information.
* Filed medical records
* Entered daily financial records into computer system
* Helped to do marketing for the practice
* Performed various other administrative duties as needed

# education

09. 2002 **Nevada School of Massage - Reno, NV**

# relevant skills

* Highly skilled in performing various types of massage
* Microsoft Office – Proficient
* Excellent Customer Service and phone skills
* Strong teamwork skills
* Highly skilled in performing various types of massage

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