

Jake L. Topinio
26418 106th Ave SE
Kent, WA 98030-7052
jake.topinio@gmail.com
(808) 298-8898

OBJECTIVE

Externship at a Barbershop to enhance my knowledge and experience to see first-hand on the day-to-day activities and responsibilities in the beauty industry.

RELEVANT SKILLS

Services

- Buzz cuts (fades)
- Men's facial shaves
- Haircuts/shampoo/style

Public Interactions

- Excellent communication skills
- Excellent working with diverse groups of people
- Positive can-do attitude

Managing

- Ability to multi-task while staying engaged with client
- Able to function in a fast-paced environment
- Demonstrates strong work ethics on the job

EDUCATION

Evergreen Beauty College – Renton, pursuing Cosmetology, expected graduation date March, 2018

University of Hawaii West Oahu, Bachelors Degree in Business Administration – General, May 2014

KEY ACCOMPLISHMENT

- Perfect Attendance Award
- Cultural Award
- Build Your Business Award
- The Digital Marketing Award
- Recognized by multiple social media (Instagram) accounts using the 'Self Cut System.'

WORK EXPERIENCE

- 8/2016 – Present Unico Properties (Smith Tower)
Accounts Payable: invoicing, certificate of insurance auditing, purchase order management, Energy Star data entry, filing
- 9/2014 – 12/2016 Philpotts & Associates
Accounting Assistant: draft bills, invoicing, cutting checks, receiving checks, completion of bank reconciliations, bank deposits, preparing basic financial statements, other admin duties
- 11/2010 – 8/2014 Hilo Hattie, Kihei, Hawaii
Supervisor: bank deposits, warehouse operations, manage 3-4 staff members, prepare shipping orders, van driver via company vehicle