

Tennessee-licensed esthetician (No. 257237) trained at Aveda Arts & Sciences Institute Nashville and certified in hydrodermabrasion, with seven years in human resources at HCA Healthcare, most recently as an HR Business Partner in employee relations. I bring client-focused communication, careful documentation, and a calm manner to the treatment room, and I am looking for a Nashville spa or practice where I can build experience alongside seasoned estheticians.

LICENSE & CERTIFICATIONS

Tennessee Aesthetician	License No. 257237 · Tennessee Board of Cosmetology and Barber Examiners · issued September 2026, active through September 2028
Hydrodermabrasion	Certification, Universal Companies · April 2026
SHRM-CP	Society for Human Resource Management Certified Professional · February 2023

ESTHETICS TRAINING

Esthiology Program, 750 hours · Aveda Arts & Sciences Institute Nashville Completed August 2026

- Final three months on the clinic floor (about three of every four school days), serving real guests under instructor supervision and averaging four per clinic day.
- Signed off in dermaplaning, chemical peels, and lash and brow tinting before graduation.

Customized facials · Back facials · Skin analysis · Hydrodermabrasion · Microdermabrasion · Dermaplaning

Chemical peels · LED light therapy · Lash lift · Brow lamination · Lash & brow tinting · Facial & body waxing

Brow shaping · Makeup application · Facial massage (Swedish techniques) · Home-care planning & product knowledge

Sanitation & infection control · Client consultation & intake

PROFESSIONAL EXPERIENCE

HCA Healthcare · Nashville, Tennessee · January 2019 to January 2026

HR Business Partner, Employee Relations · remote October 2023 to January 2026

- Supported employees and leaders through complex, sensitive workplace situations with empathy, discretion, and consistent follow-through.
- Advised leaders on policy interpretation, performance concerns, and corrective action to promote fair, consistent decisions.
- Identified recurring case themes and workforce trends and brought recommendations to HR and operational leaders; kept thorough, confidential documentation throughout.

HR Onboarding Coordinator, Physician Services Group · remote November 2021 to October 2023

- Managed candidates through the onboarding lifecycle with HR business partners, facilities, Employee Health, and the HR Operations Center; supported 3,700+ new starts.
- Wrote the standard operating procedures for a new onboarding coordination model; delivered recurring reports and led quarterly meetings with HR counterparts.

HR Coordinator, Physician Services Group · Brentwood · concurrent with onboarding April 2021 to January 2022

- Facilitated new-hire orientation and I-9 completion; coordinated employee engagement initiatives and compliance program support.

Workforce Administrator, Tier 1 and Tier 2, HR Operations Center January 2019 to April 2021

- Processed hires, transfers, terminations, payroll adjustments, and licensure and recertification actions across HR systems (Lawson, Kronos, case management); resolved escalated inquiries to service deadlines.

EDUCATION

MBA, Human Resource Management Capella University · GPA 4.00	2022
B.S., Organizational Communication & Leadership Murray State University · minor in Business Administration	2018
Esthiology Program Aveda Arts & Sciences Institute Nashville	2026

STRENGTHS

Client experience: consultation and active listening; a calm, welcoming manner; rapport and trust; sensitive conversations handled with care.

Professional: documentation and confidentiality; time management; adaptability in fast-paced settings; onboarding, SOP writing, and process improvement.

SERVICE

HCA HopeFund volunteer, 2019 to 2022 · Habitat for Humanity volunteer, 2021 to 2022 · Physician Services Group Employee Advisory Group, 2021 to 2022