

# Cindy Kimbrell

**Former Salon Manager, Vocational Instructor. , Fundraising. CURRENTLY: Paralegal, Case Manager, Housing Specialist, Outreach, Fundraising**

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My years of experience as a Salon Owner, Manager; vocational Instructor, paralegal, case manager, and 10 years of teaching life skills along with real life experience give me an assortment of relevant skills necessary for this position. I also have advanced training in many areas of Cosmetology as well as office skills acquired from advanced education and experience. Event coordinator, fundraising, community outreach, job placement, mentoring high school-adult students. Currently handling emergency housing issues and referrals to those most vulnerable in our community.

- Inventory
- Scheduling
- Ordering
- Customer Service
- New employee training
- Conflict Resolution
- Case Worker
- Non-Violent Communication certification
- 30 years' Experience entrepreneur
- Paralegal/Legal Assistant
- Housing Specialist/Homelessness prevention
- Administer of Continuing Education
- Marketing
- Human Relations Specialist

Authorized to work in the US for any employer

## Work Experience

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### **Litigation Paralegal/Case Manager/Outreach**

LSNF - Tallahassee, FL

May 2022 to Present

Case analysis, Discovery, Document production, Case Management, Outreach in Community, Problem Solving, Emergency Referrals, Client Specialist, Housing Law, Community development, collaboration, HUD rules and laws.

Outlook, Microsoft, Word, typist, problem solver, event organizing. Also, wide knowledge of Florida: where to go, what to do, State Parks, Campgrounds, Fishing, Concerts, Special Events.

Outgoing, personable, friendly, trustworthy, empathetic, and dependable!

### **Cosmetology Instructor**

The Gadsden County School Board - Quincy, FL

August 2013 to May 2022

I was a instructor in the Cosmetology Division at Gadsden Technical Institute for 9 years. I taught The Cosmetology Nail and Facial Specialty Class. I was employed here from August 2013 until May 31, 2022. When I inherited a battered program, the first semester I had only 3 students. The program has grown significantly, there are now 32 students and a waiting list. The program was built by community outreach, event planning, fundraising, marketing, employer engagements and presentations throughout the community. Teaching, mentoring , and job placement is a passion I enjoy and find very rewarding.  
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### **Hair Stylist**

Renegade Barber Shop - Tallahassee, FL  
2010 to 2013

### **Store Manager**

Regis Hair Corporation Killern Center Blvd., and Governor's Square Mall - Tallahassee, FL  
2005 to 2010

reference)

Manager/Full Service Stylist

Responsibilities:

- Customer Service
- Training entry level stylist
- Ordering
- Inventory
- Scheduling
- Offering full specialty services
- Marketing
- Managing
- Advertising
- Bookkeeping
- Hospitality

### **Stylist/Nail Technician**

The Ritz Salon and Day Spa - Tallahassee, FL  
2002 to 2005

Same duties as salon duties listed above.

Missy Whiddon Owner (reference)

### **Bob Inzer Clerk of Court**

Leon County Clerk's Office/Family Law Division - Tallahassee, FL  
1999 to 2003

reference)

Deputy Clerk I/ Deputy Clerk II:

Achievements: I received three promotions within the first year and a half.

Responsibilities: Auditing child support cases, clerk at court hearings, generating court orders from court findings, case worker, customer service, child support enforcement specialist, taking detailed court minutes, attending first appearance hearings, computer processing, and input into the Criminal Justice Information Systems.

## **Owner/Manager/Full Service Cosmetologist**

Free Spirit Haircuttery - Havana, FL

November 1987 to 1999

### Achievements:

- Advanced Color Training in Majarel'
- Master Designer/Haircut Training Supercuts
- Small Business Leadership Award

### Responsibilities:

- Customer Service
- Training entry level stylist
- Ordering
- Inventory
- Scheduling
- Offering full specialty services
- Marketing
- Managing
- Advertising
- Bookkeeping
- Hospitality

## **Owner/Operator**

Free Spirit Haircuttery - Tallahassee, FL

1990 to 1995

### Master Stylist

### Achievements:

- Advanced Haircut Training
- Customer Service Award

### Responsibilities:

- Customer Service
- Full Service Stylist
- Ordering and inventory

Renegade Barber Shop, Tallahassee, FL.

- 1995- 2013 Owner Garry Peacock (deceased 2014)

Self-employed Stylist/Barber

### Achievements:

- Advanced Barbering Certification

### Responsibilities:

- Customer Service
- Stylist/Barber
- Inventory
- Marketing
- New stylist training

## Education

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### **Legal Assisting**

Tallahassee Community College  
1999

### **Certification**

Lively Vocational Technical School - Tallahassee, FL  
1987

## Skills

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- Workforce Development
- Event Planning
- Case Management
- Fundraising

## Military Service

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### **Branch: Navy brat**

Service Country: United States

Rank: Child

I am a proud daughter of a 20 year Navy Vietnam Veteran!

## Certifications and Licenses

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### **Cosmetology**

#### **Cosmetology**

September 1988 to October 2018

## Additional Information

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I have also had training with The Council on Occupational Education.