

# Nancy Carter

Charlotte, NC

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## Skills Profile

I am experienced in excellent customer service in person and by phone, massage therapy, sales of skin care products, processing orders through computer systems, handling money transactions, consultation of products and services, and administrative duties. Strong verbal skills, organizational skills, multi-tasked, team player, self-motivated and excellent work ethic. I speak fluently: **English and French**

Experienced with an excellent working knowledge of a wide variety of bodywork techniques such as John F. Barnes Myofascial Release, Swedish massage, deep tissue massage, sports massage, and overall strong knowledge of body mechanics.

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## Work History

### **Owner and Lead Massage Therapist, *Wholistic Rebirth Studio in Art District, Boulder, CO***

- Performed massage and body treatments as well as general studio business duties.
- Created and administered detailed intake form digitally (during pandemic) to assess client needs, safety, and inquired about contraindications (e.g. allergies, high blood pressure, pregnancy, etc...) before providing service.
- Reduced or eliminated muscular stress and tightness through a variety of stroke lengths, rhythms and intensities to optimize relaxation and health.
- Maintained records as required by federal, state, and local county regulations.
- Developed a unique combination of halotherapy (salt therapy) and therapeutic bodywork that resulted in great results and repeat business.
- Maintained a clean and welcoming space, including laundry and daily disinfecting.
- Organize an efficient flow of patients through the office.
- Refer clients to other types of whole body therapists when essential.

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### **Massage Therapist, *Dr. Kirsten Peterson, DC, West Asheville, NC***

- Provided clinical massage and prepped muscles prior to Chiropractic treatments for medical conditions, injuries, or wellness maintenance.
- Maintained a clean and welcoming space, including some laundry.
- Organize an efficient flow of patients through the office.
- Kept a professional and friendly attitude with a focus on client care and satisfaction.
- Extended my services to patients who required additional massages to complete their therapy.
- Refer clients to other types of whole body therapists when essential.
- Attend Seminars and read trade journals to keep abreast of latest innovations and developments in the field.

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### **Massage Therapist, *Welcome Wellness Dr. Karen Hartman, DC, West Asheville, NC***

- Treated adult and adolescent patients suffering from neck, back, pelvic, shoulder, elbow, wrist and hip pain.
  - Massaged and prepped muscles and soft tissues of the body prior to Chiropractic treatments for medical conditions, injuries, or wellness maintenance.
  - Extended my services to Chiropractic patients who still require additional massages to complete their physiotherapy.
  - Refer clients to other types of whole body therapists when essential.
  - Maintain clients' treatment records.
  - Attend Seminars and read trade journals to keep abreast of latest innovations and developments in the field.
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**Massage Therapist, *DU20 Holistic Oasis, Delray Beach, FL***

- Discuss with clients regarding their medical histories and problems with pressure or pain to decide how massage will be most useful.
- Massage and press muscles and soft tissues of the body to give treatment for medical conditions, injuries, or wellness maintenance.
- Develop and suggest client healing plans that state which types of massage are to be used.
- Refer clients to extra types of therapists when essential
- Maintain clients' treatment records.
- Attend Seminars and read trade journals to keep abreast of latest innovations and developments in the field.

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**Massage Therapist, *Eden Day Spa, Boca Raton, FL***

- Develop and suggest client healing plans that state which types of massage are to be used.
- Discuss with clients regarding their medical histories and problems with pressure or pain to decide how massage will be most useful.

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**Medical Receptionist, *Intermed Clinic, Boca Raton, FL***

- Scheduling patient appointments
  - Receiving and delivering messages
  - Processing incoming and outgoing mail
  - Receiving calls from hospital labs and x-ray
  - Scheduling patient hospital admissions
  - Filing medical reports and insurance forms
  - Pulling and filing patient charts
  - Completing insurance and other forms
  - Opening and closing the office
  - Maintaining the receptionist area.
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