

# **Curriculum Vitae**

**Female**

**D.O.B. 24 June 1986**

**Number of years working in industry: 14 years 11 months**

**Candidate ID Number:** 11720

**Nationality:** British

**Language Skills:**

Fluent: English

**Permitted to work in:** UK - United Kingdom, Sweden

**Position Sought:** Beauty Therapist, Massage Therapist, Holistic Therapist, Receptionist, Spa Therapist

## **Personal Statement**

I would say my best qualities are that I am a conscientious being, hard working and definitely a grapher.

I work hard at a goal and won't let anything stand in my way.

I am a great team player always wanting to help others which falls into being a therapist as I feel I am giving something special back to the client.

My goal is to strive at being, one day, an exceptional holistic therapist and to continue learning and developing my skills into my old age.

Seeking work in Bedfordshire, UK, USA, Canada and Sweden.

## **Employment History:**

**December 2006 - Present - Customer Services Advisor** at (most recent employer hidden for confidentiality)  
Chicksands Bedfordshire, UK - United Kingdom, (Product Company)

### **Duties included:**

Duties at current job are:

Customer Services Advisor

- Dealing with customer enquiries both face to face and on the phone.
- Enquiries include council tax, planning/building control, bus passes, and environmental and other council related enquiries.
- Bus administrator dealing with deaths, changes, liaising with other Councils and Transport Agencies.
- Receptionist, updating leaflets, maintaining reception.
- Dealing with charity events.
- Using a wide variety of computer systems; Word, Excel, MVM, Acolaid, IBS, Internet, Intranet, Outlook, Smart Open, ARC

### **Products worked with:**

I have as yet not worked in a Salon as yet but I have worked in retail and local government since 16 years old.

I have used Ahava and Opal London products on private clients.

## **Education and Qualifications:**

**2010 Central Bedfordshire College**

VTCT Level 3, Certificate and currently doing Level 2

- Fast Track Beauty current level 2
- VTCT Indian Head Massage

### **2009 Central Bedfordshire College**

VTCT Level 2, Certificates, Level 2

- VTCT Level 2 Reflexology
- Ahava Body Wrap Training

### **2008 Central Bedfordshire College & Bedford College**

VTCT Level 3 & NVQ Level 2

- VTCT Level 3 Swedish Massage
- NVQ Level 2 Customer Services

### **2007 Barnfield and Dunstable College**

Level 1 & GCSE

GCSE Law A

### **2006 Barnfield & with Luton Borough Council**

Certificates, Level 2 Diploma

Violence and Aggression Certificate

### **2005 Barnfield College**

Diploma

Level 2 Diploma Anatomy and Physiology

### **2004 Manshead Upper School**

- AS Level Media Studies E, Psychology D
- A Level History D, English D

First Aid Renewed 2008

### **2002 Manshead Upper School**

G.C.S.E Drama D, Science D, Spanish D, History B, Religious Studies A, Textiles D, English Literature B, English B

## **Product Training:**

### **April 2010 Sun Lab Tanning**

Central Bedfordshire College

Shown how to apply a lotion tan to whole body.

### **April 2009 Opal London Dry Body Brush**

Central Bedfordshire College

How to complete a lymphatic massage using the body brushes, cellulite oil and massage brushes.

### **April 2009 Ahava Body Wraps**

Central Bedfordshire College

Full days training on exfoliation, massage applying mud, wrap and moisturising.

## **Hobbies and Interests**

I enjoy exercise doing calming activities such as yoga, pilates and tai chi as well as more physical sports.

I have a great passion for reading and learning new techniques, skills and gaining new qualifications.

My passion is to continue learning and improving all my skills as a person and I enjoy being out within the countryside along side nature.

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