

Curriculum Vitae

Female

D.O.B. 22 February 1992

Number of years working in industry: 13 years 11 months

Candidate ID Number: 11728

Nationality: British

Language Skills:

Fluent: English

Permitted to work in: UK - United Kingdom

Position Sought: Beauty Therapist, Skin Clinic Therapist, Retail Professional

Personal Statement

I have been complimented by both my respective supervisors that I have a friendly demeanour, am hard working, and can work well in a team as well as independently. I am genuinely enthusiastic about beauty therapy; I enjoy learning new techniques and would like to develop my career in this field. I am a perfectionist and I try to maintain a good image at all times.

Seeking work in UK and Cruise Ships.

Employment History:

September 2008 - Present - domestic assistant at (most recent employer hidden for confidentiality) Haddington, UK - United Kingdom, (Hospital / Medical Clinic)

Duties included:

I have worked part time at Roodlands Hospital for the last two and a half years during my studies at College. My primary responsibility is to ensure that the premises are clean and safe for patients and staff. In this position, it is very important to be friendly and polite, to be able to work as a team and to help fellow staff and be as efficient as possible.

- I have regular 1-1 meetings with my supervisor in order to discuss any changes to the equipment and standard processes
- We set realistic goals and discuss how I am going to achieve them
- The cleanliness of the ward is very important and therefore I need to maintain a high standard at all times

I interact with the patients, and it is therefore very important that I am friendly and helpful and make them feel as comfortable as possible

August 2010 - February 2011 - Beauty Therapist at Kirstie Logan massage and beauty, Whitekirk, UK - United Kingdom, (Health Club)

Duties included:

After leaving College, I worked in a small yet very busy salon at Whitekirk Golf and Country Club. I was covering for a lady on maternity leave and therefore was working with her existing clients, whilst building up my own clientele. It was a great experience for me as I had exposure to a variety of treatments and met many different people. My duties have included the following:-

- Carrying out all beauty treatments to the highest standard to ensure that the clients are fully satisfied eg. waxing, tweezing, prescriptive facials, full body massage, manicures, pedicures, body exfoliation, eye treatments and tanning.
- Carrying out daily cleaning jobs e.g. hoovering, sterilising and sanitising equipment, cleaning towels & polishes

- Maintaining a warm and friendly environment by being as helpful and friendly as possible.
- Managing the telephone - arranging appointments for clients
- Providing sound advice to clients on any of the products and techniques
- Selling products to clients in a professional manner
- Working to a pre-scheduled routine and remaining fully committed to each client's treatment

Managing payments and End of Day Banking

Products worked with:

I worked with dermalogica facial and body products, jessica nail products, bio sculpt nail products, fakebake and st tropez faketan products.

Education and Qualifications:

2010 jewel and esk

SVQ 3

beauty therapy

2009 jewel and esk

SVQ 2

Beauty therapy

2008 Knox academy

Standard grade business managment: 1

Standard grade modern studies: 2

Standard grade art and design: 3

Standard grade english: 3

Standard grade mathematics: 3

Standard grade biology: 4

Standard grade french: 4

Intermediate 2 hospitality: Practical cookery: B

Product Training:

November 2010 nouveau eyelash extensions

dundee

The training went over the business aspect of the lashes and the full theory and practical. The course lasted 1 day and before i got my certificate i had to do ten case studies.

October 2009 Dermalogica

college (jewl and esk)

I received a basic training of dermalogica at college. We covered skin analysis, face mapping and went over the ingredients and purposes of products, also how to use them efficiently. We also learned how to sell the products to clients in a non pushy manner.

Hobbies and Interests

I enjoy socialising with my friends- going shopping, out for lunch. I regularly go running in the morning and enjoy going to fitness classes such as boxercise. I listen to a lot of music and love watching films and reading.

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