

# Curriculum Vitae

**Female**

**Number of years working in industry: 23 years 8 months**

**Candidate ID Number:** 12147

**Nationality:** British

**Language Skills:**

Fluent: English

Basic: Spanish, French

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

**Position Sought:** Spa Co-ordinator, Area Sales Representative, Administration/office based

## Personal Statement

I am a very outgoing person who is keen to succeed. Having worked as a spa therapist for almost 6 years now I feel it is time to broaden my career. I would very much like to stay in the industry as this is my passion. I am open to new career paths within the industry and am very excited about what my career future holds.

Seeking work in UK.

## Employment History:

**August 2005 - Present - Beauty Therapist** at (most recent employer hidden for confidentiality) High Wycombe, UK - United Kingdom, (Health Club)

### Duties included:

As well as performing treatments I also carry out reception roles for example answering phone calls, taking bookings, dealing with clients. Due to the absence of a manager I have also taken on managerial roles for example stock control, ordering, meeting with reps and day to day running of the spa.

We are set weekly and monthly targets so I am used to working towards them.

I am responsible for the cleanliness of my treatment room and take great pride in keeping it respectable and welcoming for my clients.

### Products worked with:

Currently -

Elemis

Murad

Jessica

Ionithermie

Previously -

Decleor

Guinot

St Tropez

Neom

**June 2002 - August 2005 - Hairdressing junior** at Esculcor, High Wycombe, UK - United Kingdom, (Hair Salon)

#### **Duties included:**

Welcoming clients into the salon, ensuring the salon runs smoothly, by using initiative I would get clients hair washed if a stylist was running late, I would do the stock count and place orders once a week, when these orders arrived I would then ensure everything had been delivered. My main roll was reception, answering the phone, taking bookings, be the first face clients see and making them feel welcome.

#### **Products worked with:**

Joico

#### **Education and Qualifications:**

##### **2003 Amersham and wycombe college**

Fire Safety

##### **2003 Amersham and Wycombe college**

Roller wax system

##### **2003 Amersham and Wycombe college**

Ear piercing

##### **2005 Amersham and Wycombe College**

NVQ level 2

NVQ level 3

##### **2003 The Wye Valley School**

GCSE standard qualifications

Maths C

English B&C

Science D

Geography C

French C

P.E (short course) C

R.E C

Food Technology C

Health and Social C

#### **Product Training:**

##### **October 2009 Murad**

In house by a Murad trainer

Intense course, two separate days, one with AHA glycolic facials and products, the second was the remaining facials

##### **May 2009 Ionithermie**

The Skincare Sanctuary, Windsor

1 week full Ionithermie training with written exam

##### **October 2008 Elemis**

By an elemis trainer at my work place

Full face and body training

2 week course with written exam for both sections

##### **February 2006 Jessica**

In house/gerrard international

Originally trained in house for manicures and pedicure and then furthered my training in November 2010 by adding the Jessica Geleration products

**November  
2005**

**Decleor**

Decleor head office, London

Full face and body training with written exams

2 week course

**October  
2005**

**St Tropez**

In house

**September  
2005**

**Guinot**

Head Office, Ascot

Full 1 week training course with written exam

face only

## **Hobbies and Interests**

I have a keen interest in fashion and like to go shopping, I also enjoy socializing in my spare time.

I enjoy going to the gym and walking my dog. Another key interest is traveling, I enjoy visiting different places and seeing a variety of different cultures. A recent activity I have started to pursue is Ballet, which I practice every week. I also participate in two Zumba sessions per week which I really enjoy

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