

# Curriculum Vitae

**Female**

**D.O.B. 20 November 1987**

**Number of years working in industry:**

**18 years 6 months**



**Candidate ID Number:** 12207

**Nationality:** South African

**Language Skills:**

Fluent: English

**Permitted to work in:** South Africa

**Position Sought:** Spa Manager, Salon Manager, Spa Co-ordinator, Assistant Manager

## Personal Statement

I am a hard working and organised individual that enjoys a friendly and social working environment. Current goal of mine is to get exposure working in a country outside of my homeland.

Seeking work in Bermuda, Bahamas, Cayman Islands, France, Maldives and USA.

## Employment History:

**September 2009 - Present - Spa Manager** at (most recent employer hidden for confidentiality) Cape Town, South Africa, (Hospital / Medical Clinic)

### Duties included:

- General reception work (phone calls, bookings, filing, etc.)
- PA and administrative support (invoicing and updating patients records on a daily basis)
- Debt collection and banking
- Bookkeeping and liaising with the bookkeeper and accountant
- Database maintenance

Assisting with marketing activities

Various other duties

### Products worked with:

ELEMIS Facial and Body

Dermalogica

Clarins Pro-Active Facial and Body

Moya Training

Environ

Babor Facial and Body

Theravine Body and Facial

Sans Soucis

Regima A

**February 2009 - September 2009 - Massage Therapist** at Alphen Health and Beauty; Obsession Skin Care, Cape Town, South Africa, (Day Spa)

**Duties included:**

Spa Therapist, PA and Receptionist

**Products worked with:**

Elemis Facial and Body  
Dermalogica  
Clarins Pro-Active Facial and Body  
Moya Training  
Environ  
Babor Facial and Body  
Theravine Body and Facial  
Sans Soucis  
Regima A

**May 2008 - November 2008 - Beauty Therapist** at Urban Sanctuary, Cape Town, South Africa, (Day Spa)

**Duties included:**

Spa Therapist and Receptionist

**Products worked with:**

Elemis Facial and Body  
Dermalogica  
Clarins Pro-Active Facial and Body  
Moya Training  
Environ  
Babor Facial and Body  
Theravine Body and Facial  
Sans Soucis  
Regima A

**February 2007 - February 2008 - Massage Therapist** at Alphen Health and Beauty, Cape Town, South Africa, (Day Spa)

**Duties included:**

Spa Therapist, Administrator and Receptionist

**Products worked with:**

Elemis Facial and Body  
Dermalogica  
Clarins Pro-Active Facial and Body  
Moya Training  
Environ  
Babor Facial and Body  
Theravine Body and Facial  
Sans Soucis  
Regima A

**Education and Qualifications:**

**2010 Varsity College**

Diploma

Bookkeeping

**2010 Varsity College**

Diploma

Office Administration

**2005 Silvana Academy of Health and Beauty School**

Diploma

Health and Beauty School in Harare, Zimbabwe in 2005.

CIDESCO

ITEC

### **2005 Compute School**

Certificate

International Computer Driving license (IDCL)

### **2004 Chisipite Senior School in Harare, Zimbabwe**

University of Cambridge International Examinations of Secondary Education

Level Achieved: O-Level

### **Product Training:**

#### **June 2008 Dermalogica**

Cape Town, South Africa

Did a 5 day course

#### **June 2008 Elemis Facial and Body**

Cape Town, South Africa

We did both Facial and body training. Was a 4 day course.

### **Hobbies and Interests**

Interests and Hobbies

Hockey - Currently playing for Western Province Cricket Club in Cape Town

Squash - Currently playing for Western Province Cricket Club in Cape Town

I also enjoy reading and being around people.

CV created at [www.spastaff.com](http://www.spastaff.com)

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