

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

