

Curriculum Vitae

Female

D.O.B. 28 February 1979

Number of years working in industry:

13 years 3 months



Candidate ID Number: 12921

Nationality: British

Language Skills:

Fluent: English

Permitted to work in: UK - United Kingdom

Position Sought: Regional Senior Manager, Spa Director, Spa Manager, College Tutor

Personal Statement

I am an assertive, outgoing individual. I strive to be the best that I can be and believe anything is achievable with hard work and good planning. I am extremely organised and I am very task orientated.

I make every effort to ensure that I am achieving targets and regularly review and evaluate my own work to improve and prepare for the next task.

Seeking work in Edinburgh, Scotland

Employment History:

June 2011 - November 2011 - College Tutor at (most recent employer hidden for confidentiality) Singapore, Singapore, (College)

Duties included:

Teaching and assessing according to the college curriculum.

Procurement of stock for modules.

Preparing teaching materials, module schedules and lesson plans.

Products worked with:

Dermalogica

Tisserand

Loreal

August 2007 - June 2011 - College Tutor at Stevenson College, Edinburgh, UK - United Kingdom, (College)

Duties included:

Teaching, assessing and internally verifying Beauty Therapy SVQ Level 3 units.

Planning, preparing and organising lesson plans, teaching schedules and teaching resources according to curriculum.

Products worked with:

February 2002 - August 2007 - Beauty Therapist at Self Employed, East Lothain, UK - United Kingdom, (High Street Salon)

Duties included:

Beauty Therapy treatments

Planning promotional events

Marketing activities

Stock taking

Profit and loss accounts

Products worked with:

Elemis

St Tropez

Royal Effem

June 2005 - July 2007 - College Tutor at Mary Reid School of Beauty, Edinburgh, UK - United Kingdom, (College)

Duties included:

Teaching and assessing beauty therapy modules according to ITEC syllabus.

Products worked with:

Australian Body Care

January 2001 - February 2002 - Spa Manager at Dalhousie Castle, Midlothain, UK - United Kingdom, (Hotel Spa)

Duties included:

Organising staff rotas

Overseeing spa operations

Managing spa accounts

Managing spa appointment systems

Organising promotions and events

Products worked with:

Elemis

Jessica

December 1999 - January 2001 - Senior Therapist at Livingwell Health Club, East Lothian, UK - United Kingdom, (Health Club)

Duties included:

Offering all beauty therapy treatments

Organising weekly stock take

Planning therapist rotas

Cash handling and daily accounts

Products worked with:

Aveda

Thalgo

Clarins

August 1998 - December 1999 - Beauty Therapist at Paterson SA, Midlothian, UK - United Kingdom, (Hair Salon)

Duties included:

Beauty Therapy treatments

Stock taking

Products worked with:

Trucco

Sebastian

Education and Qualifications:**2011 Stevenson College**

Advanced Diploma

Teaching in Further Education

2010 Stevenson College

Certificate

Conduct Internal Quality Assurance of the Assessment Process

2010 Stevenson College

Certificate

Assess Candidates Using a Range of Methods

1998 Edinburgh's Telford College

Higher National Diploma

Beauty Therapy

1996 Lasswade High School

Higers - English, Biology, Art, History

Product Training:**September 2008 Dermalogica**

Stevenson College Edinburgh

Product knowledge - face and body

July 2002 St Tropez Tanning

In salon training

Manual application technique

December 2001 Clarins

Clarins London

Beauty Therapy Initial

Retail Initial

Paris Method face treatment

**March
2001**

Elemis

Peebles Hydro

Spa therapy stage one - facial and body treatments and product knowledge

Hobbies and Interests

I enjoy walking and exercising regularly. I am very socialable and enjoy evenings out with friends.

CV created at www.spastaff.com

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