

# Curriculum Vitae

**Female**

**D.O.B. 16 July 1994**

**Number of years working in industry: 14 years 7 months**

**Candidate ID Number:** 12964

**Nationality:** British

**Language Skills:**

Fluent: English

Basic: French

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

**Position Sought:** Spa Consultant, Beauty Therapist, Receptionist

## Personal Statement

Please allow me to introduce myself; I am Elizabeth Andrews, a mature seventeen year old currently studying and working towards a Level 3 Spa Diploma at the City of Wolverhampton College. I am a dedicated student and persistently work hard in order to achieve the qualifications I aspire for.

Whilst studying towards my Level 3 qualification, I also work voluntarily within the 'Spa Academy' which is run as a business and is an integrated part of the College which I attend. This establishment requires me to perform treatments on paying clients as would be expected in the Beauty/Spa industry. I have set hours per week and targets which must be met regarding the revenue that is required to be generated and therefore have to ensure that a good impression is made to new and existing clients regarding the 'Spa Academy', the treatments given and myself as a Therapist. This effectively results in clients re-booking for future treatments whilst a good reputation is simultaneously created. I am also expected to maintain the general cleanliness of the Spa environment and I take responsibility for my treatment room and the therapies which I am practising. Furthermore, as the 'Spa Academy' includes a Wet Area (Steam Room, Sauna and Spa pool), I also ensure that these areas are individually of the right temperature, humidity and chemical concentration whilst remaining clean and safe for clients' use.

In addition, I once again work voluntarily in 'The Beauty Rooms Spa'; a well established salon within Wolverhampton. Here, my role considerably involves working within reception; answering phone calls; taking client bookings; taking payment and other such practices. Client care once again forms much of my role; ensuring they are comfortable and looked after suitably for the duration of their visit to the salon. I also help to maintain the cleanliness of the salon; tidying and cleaning where necessary. Moreover, I help the other Therapists within the salon to set up treatment areas ready for clients, especially when the salon is particularly busy.

Both places of work I attend provide me with hands-on experience with clients and of the Beauty/Spa industry which I feel is imperative to gain as I seek employment. I am able to build and establish a rapport with my clients whilst gaining the qualification which I strive towards.

In April 2011 I also had the pleasure of representing the City of Wolverhampton College in the UK Skills Beauty; a competition whereby elite therapists are chosen to compete and represent their college against other colleges in the UK. Despite not winning, I gained a wealth of experience and took enjoyment in representing my college; I will be competing in this competition yet again later in the year of 2012 and will show determination and professionalism once again with the hope and aspiration of progressing further than I did last year.

In addition to my education, I am also a Student Rep at my college. This allows me to express the views of my fellow students and myself in order to ensure that everyone achieves the upmost out of their qualification and the learning environment in which we study. The responsibility of Student Rep means that I must regularly attend meetings with higher authority members of staff within the college and put forward the views and feelings that have been brought to my attention. This is a fairly large responsibility as this means that I have to have a close relationship with everyone within the Spa Level 3 group as it is paramount that my fellow students feel that they can talk to me, particularly about issues which they may be unhappy/uncomfortable with. My confidence and intellect allows me to successfully fulfil this responsibility and ensure that no issue or problem is left unspoken.

I am a highly self-motivated person and am particularly mature for my age. I am rather organised and well known for my punctuality! I would be extremely interested to work within your Spa establishment as I am a dedicated Therapist and am eager to enter the working world of Beauty and therefore make effective use of the skills I have acquired. Whilst I may not have mounds of experience, I am enthusiastic and take pride in ensuring that treatments I provide are of a significantly high standard and that my client is comfortable and satisfied with their Spa experience. I feel the fact

that I volunteer for work in two different establishments conveys I am determined to succeed in my future career. Working within a Spa would be an excellent experience to embrace, particularly as I am still at a younger age as I remain eager to build upon my skills in terms of both education and practically and currently have no long-term commitments to prevent me from doing so.

Seeking work in England, Wales, International Locations and Cruise Ships

## **Employment History:**

**September 2011 - Present - Receptionist** at (most recent employer hidden for confidentiality) Wolverhampton, UK - United Kingdom, (High Street Salon)

### **Duties included:**

Client care; reception duties; cleaning and maintaining the salon and helping therapists when required.

**July 2011 - Present - Spa Therapist** at Spa Academy, City of Wolverhampton College, Wolverhampton, UK - United Kingdom, (College)

### **Duties included:**

Client care; cleaning and maintaining the Spa; performing treatments on paying clients; assisting clients into the Wet Area.

### **Products worked with:**

Biodroga, Nailtiques, Orly, Salon System, Strictly Professional.

## **Education and Qualifications:**

### **2012 City of Wolverhampton College**

Level 3 Diploma

Level 3 Spa Diploma.

Includes the following:

- Swedish Body Massage
- Aromatherapy Massage
- Indian Head Massage
- Hot Stones Massage
- Body Wraps
- Back Cleanse
- Water testing for Spa Pool
- Set up and shut down of Sauna and Steam Room

### **2011 City of Wolverhampton College**

Hopi - Ear candles

### **2011 City of Wolverhampton College**

Level 2 Diploma

Beauty Therapy Diploma Level 2

Includes the following:

- Waxing
- Eye Treatments
- Facials
- Manicures
- Pedicures
- Make-up

### **2011 City of Wolverhampton College**

NVQ Level 1

Customer Service NVQ Level 1

## **2011 City of Wolverhampton College**

Functional Skills Level 1

Functional Skills Mathematics Level 1

## **2010 Highfields Science Specialist School**

GCSE's

- English Literature - A\*
- Citizenship - A\*
- Religious Education - A\*
- English Language - A
- Business Studies - A
- Art - A
- History - A
- French - A
- Mathematics - B
- Science (Double Award) - B

## **Product Training:**

**October  
2011**

### **Biodroga**

City of Wolverhampton College

Products within the brand were described in detail with each one focused upon directly; the usage explained and ingredients within also. Following this, a facial using the products was performed by myself.

**August  
2011**

### **Su-do**

City of Wolverhampton College

The process of tanning was explained along with the theory behind it and the usage of the products. Aftercare and consultation techniques were also described, with a demo given of the application of the tan, following which I performed a tan on a model myself. After this, a test was given in order to complete the training.

## **Hobbies and Interests**

Since the age of 12, I have participated in Ballroom and Latin dancing which I continue to find interesting and enjoyable. This is something which I feel enables me gain numerous skills along with being able to socialise simultaneously. I started at a very basic level, having never danced in any way before, to now being capable of completing various dances to what I feel is quite a good standard.

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

