

Curriculum Vitae

Female

D.O.B. 04 May 1966

Number of years working in industry: 14 years 5 months

Candidate ID Number: 13030

Nationality: British

Language Skills:

Fluent: English

Basic: French

Permitted to work in: UK - United Kingdom

Position Sought: Beauty Therapist, Receptionist

Personal Statement

I am ambitious and focused on achieving goals, and always fully commit myself to tasks. Which is the reason why I left my full time employment to embark on my degree to help with my career change. Prior to commencing my degree I was employed as office manager in a primary school where I learnt many transferrable skills such as: people management, time management, learning to deal efficiently when placed in a difficult position.

Seeking work near Birmingham, West Midlands, Worcestershire

Employment History:

September 2011 - Present - Beauty Therapist at (most recent employer hidden for confidentiality) BIRMINGHAM, UK - United Kingdom, (High Street Salon)

Duties included:

Whilst at the salon my duties have included carrying out manicures, pedicures, waxing, eye lash and brow tinting. Other duties include reception duties, such as; making bookings, receiving payments, client enquiries, etc).

Career Break - Undertook degree course

February 2012 - Present - Beauty Therapist at BerryBlue Beauty, Bromsgrove, UK - United Kingdom, (Hotel Spa)

Duties included:

Conduct beauty treatments within the hotel beauty room of this 4 star hotel. Treatments include:

Manicure

Pedicure

Waxing (standard)

Facials

Eye lash/brow tinting

Swedish body massage

Other duties include receiving payments for treatments.

Products worked with:

Thai spa product range:

Manicure

Pedicure

Body massage

Facial

Education and Qualifications:

2011

2011 University College Birmingham

BA (Hons)

BA (Hons) Salon Business Management (beauty therapy)

As a level 6 qualification the degree course undertaken allowed me to learn and practice all the practical treatments included in NVQ levels 2 and 3. Modules specific to the beauty industry included:

Dermatology

Anatomy and Physiology

Cosmetic Composition

Innovation in Salon Services

In addition I studied management theory modules including:

Strategic Human Resource Management

Managing People and Activities

Customer Behaviour and Experience

Strategic Marketing Management

Business Risk Management

Financial Management

All modules required me to conduct in-depth research into management theories using examples from the beauty business sector and companies operating within the sector to illustrate and demonstrate relevance and to underpin points made.

1982 Colmers Farm Secondary School

O Levels; English (C), Maths (C)

CSE: French (1), Shorthand/typing (1), Biology (1), Sociology (1)

Product Training:

June 2010 Dermalogica

University College Birmingham

The training received was delivered in college by resident lecturers.

Hobbies and Interests

I regularly enjoy yoga classes, socialising with friends and spending time with my family.

