

# **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.

