



# Curriculum Vitae

**Female**

**D.O.B. 31 January 1977**

**Number of years working in industry:**

**24 years 1 month**

**Candidate ID Number:** 13070

**Nationality:** British

**Language Skills:**

Fluent: English

Basic: French

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

**Position Sought:** Assistant Manager, Head Therapist, Senior Therapist

## Personal Statement

I have loved developing my career in the beauty industry, not only have I learned beauty, spa and nail skills and techniques but also life experiences with travelling and working abroad.

My area that I shine is marketing and promotions, workshops and talks and instructing new therapists. Through inductions and training.

After working as a senior therapist at belton Woods these past 3 years, I have developed my leaderships skills, developed communication skills with handling complaints and queries and got an insight into basic business skills through conference calls to head office, completing business on the books to forecast earnings and generally overall running of the spa. I now wish to progress but have no way of advancing to a higher position with staff staying put in management roles.

I still have a lot more to learn and feel I am ready for new challenges.

## Employment History:

**August 2013 - Present - Senior Therapist** at (most recent employer hidden for confidentiality) Grantham , UK - United Kingdom, ( Hotel Spa)

### Duties included:

Supervisor in spa of team of seven therapist

Reception duties, client booking or queries, cash up, stock take, business on the books, conference calls.

Set up retail days and workshops

Inducted and training new staff

Provide treatments 3 days week

### Products worked with:

Espa

Jessica

**July 2007 - Present - freelance writer** at hair and beauty jobs.com, Surrey , UK - United Kingdom, (Home/Mobile)

**Duties included:**

Write articles for beauty websites

regular work with hair & beauty jobs.com

Published in The health & Beauty Salon magazine

Written book titled 'A beautiful career'

**Products worked with:**

N/A

**October 2012 - July 2013 - Beauty Therapist** at New image salon, Newark , UK - United Kingdom, (High Street Salon)

**Duties included:**

Treatments

Reception

**Products worked with:**

Guinot

Opi

**October 2010 - January 2012 - Head Therapist** at Tranquil Hair and Beauty, St George, Bermuda, Bermuda, (High Street Salon)

**Duties included:**

Provided spa and beauty treatments to clients

Trained beauty therapist in Spa Find treatments/ products

Developed promotional material to increase business revenue

Maintained cleanliness of the beauty salon

Stock inventory/ Stock ordering

reception duties, booking appointments for beauty & hair

organised spa parties /group bookings

**Products worked with:**

Spa Find

OPI

**Career Break** - had to wait for a new work permit from the Bermuda Immigration.

**January 2006 - July 2010 - Senior Therapist** at Bersalon , St Georges, Bermuda, (High Street Salon)

**Duties included:**

Provide spa and beauty treatments to clients

Retailed products

maintained cleanliness of beauty salon

reception duties, bookings for hair and beauty services, payments, voucher sales

maintained communal areas, laundry, tea/coffee

**Products worked with:**

Guinot

Jessica

**Career Break** - worked in food factory near home, whilst I prepared documentation for my bermuda work permit

**November 2003 - September 2005 - Senior Therapist** at Harding Brothers, cruiseship, (Cruise Ship)

**Duties included:**

Guinot Facial Specialist onboard

Gel nails services, pedicures and Reflexology

Demonstrations of facials 2 weekly

drill/health and safety duties

retailed to passengers

responsible for promoting column and marketing to reach targets

port clean every week

spa tours every week

**Products worked with:**

Guinot

Alessandro nails/ gel nails

Absolute Aromas

**Career Break** - Training - industry-related

**April 2002 - January 2003 - Beauty Therapist** at Stobo Castle Health Spa, Peebles, UK - United Kingdom, (5 Star Hotel Spa)

**Duties included:**

Provide spa and beauty treatments to guests

Weekly demonstrations in Reflexology

Retailed to guests

Maintained cleanliness of rooms/ stations

**Products worked with:**

Thalgo

Finders

Darphin

Mavala

**February 2001 - March 2002 - Beauty Therapist** at Ragdale Hall Health Hydro, Melton Mowbray, UK - United Kingdom, (5 Star Hotel Spa)

**Duties included:**

Provided spa and beauty services to guests

Retailed to guests

Maintained cleanliness of spa

Attended motivational/ retailing/ customer care talks provided by spa director

### **Products worked with:**

Finders

Clarins

Nailitiques

Decleor

Elemis

### **Education and Qualifications:**

#### **2014 National extension college**

IGCSE

English Language

#### **2013 National extension college**

IGCSE

IGCSE History

#### **2003 Newark & Sherwood college of FE**

city & guilds 7307

Teaching Adult learners

#### **2000 Newark & Sherwood College of FE**

VTCT diploma

REFLEXOLOGY

#### **2000 Newark & Sherwood College of FE**

NVQ 3

BEAUTY THERAPY NVQ3

#### **1996 Grantham college of FE**

NVQ2

hairdressing

#### **1996 Grantham College of FE**

NVQ 2

Beauty therapy

#### **2014 national extension college**

IGCSE History A

IGCSE English Language B

#### **1993 Lilley and Stone School**

English D

History D

French D

Art D

Home Economics F

Science F

GCSEs

## **Product Training:**

**October 2013** **Espa**  
Farnham Surrey at Espa training school  
Espa Essentials  
Hot stones

**May 2012** **Thalgo**  
trained in house  
thalgo face and body and hot stones

**April 2012** **Elemis**  
Elemis trainer inhouse  
Elemis face and body

**February 2011** **Spa Find**  
Goudhurst, Kent.  
Trained in spa find products and services  
Face and Body

**October 2003** **Guinot**  
Ascot training school  
Guinot facials

**October 2003** **Guinot**  
Ascot  
Learned Guinot product knowledge  
Hydradermie facials, Hydradermie plus facial, Beaute Neuve, liftosome and les Aromatics.  
We were assessed practically and theoretically. I achieved 95% in theory test.

**October 2002** **Ionithermie**  
trainer came to stobo castle  
ionithermie body and face

**June 2002** **Mavala**  
Stobo Castle by Training manager  
product knowledge and practical training  
written examination

**August 2001** **decleor**  
Newark, Training centre  
Face and body 'essential' training  
product knowledge training  
written test and practical test

**April 2001** **Finder**  
At Ragdale hall with Fnders trainer  
Spa body treatments  
inchwrap treatments  
Aligmud

**April 2001** **Clarins**  
Ragdale Hall Health Hydro  
Clarins Trainer came to Ragdale.

Equilibre face and body treatments

product knowledge

written theory exam

practical exam

## **Vocational Qualifications**

Achieved a diploma in writing saleable articles from an online educator

Studied how to write historical fiction with an online educator

Sea survival training, crowd management, crisis management and human behaviour, basic fire fighting (on cruiseships)

Supervisory management level 1

## **Hobbies and Interests**

travelling

reading

history ancient/medieval

writing

flower arranging

volunteering - Brownies, Lincoln cathedral, newark castle, newark hidden heritage.

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

