

# Curriculum Vitae

**Female**

**D.O.B. 07 August 1972**

**Number of years working in industry: 16 years 2 months**

**Candidate ID Number:** 13196

**Nationality:** Trinidadian or Tobagonian, Trinidadian or Tobagonian

**Language Skills:**

Fluent: English

Basic: patwa eg saint lucia, Spanish

**Permitted to work in:** Trinidad and Tobago, UK - United Kingdom

**Position Sought:** Spa Manager, Salon Manager, Assistant Manager, Treatment Manager / Spa Trainer, College Tutor, Nail Technician

## Personal Statement

To uphold and uplift every aspect of beauty from the inside out, to channel positive vibrations, in tune with mother nature and the unrelenting beauty that resides in all of us. Life is a special gift.

My job has an added hidden bonus, you meet people from all walks of life, and in my experience I have met some of the world's most remarkable people, this has made me even more humble and passionate about helping people, the wisdom and knowledge has multiplied over the years and it will remain one of my most favoured jobs, that is, helping humanity discover itself.

I hold so special to me, one of the most colourful jobs in the world.. A Nail Technician.

Seeking to work in Trinidad and Tobago, International Locations and Cruise Ships

## Employment History:

**February 2015 - Present - Master nail technician** at (most recent employer hidden for confidentiality) London, UK - United Kingdom, (Home/Mobile)

### Duties included:

- managing and running and effective nail base salon
- set rotation of clients (rebooking)
- product maintenance and equipment
- house call service 7 days a week
- varied clientele menu, introduction and updating of new nail systems
- data entry and record of products and services
- media and marketing strategies
- client care
- book keeping and banking

### Products worked with:

OPI Products, sech vite products, sixtus products, creative nail design

**December 2011 - January 2012 - Spa Co-ordinator** at United Art of Hair, london, fulham, UK - United Kingdom, (High Street Salon)

### Duties included:

- assisting in salon set up
- support and enterprise in salon product purchase

- support/advice and professional ethics on nail bar, formulated nail bar
- salon organising and troubleshooting for opening of store
- marketing development for the opening of the store
- front desk duties, i.e. cashing up till, sales and service
- booking clients for all departments
- assisting clientele information, meeting and greeting potential clients
- assisting in overhaul care for all clients in salon
- developing new ideas for all salon departments
- full control and management of nail bar
- setting up media networks and maintained for all departments
- cleaning and maintenance for entire salon

**Products worked with:**

OPI products

**January 2008 - March 2010 - Salon Manager** at Queen V London, London, UK - United Kingdom, (Home/Mobile)

**Duties included:**

- Managing and running an effective client database.
- set rotation of clients (rebooking).
- product maintenance and equipment.
- house call 7 days a week.
- varied clientele menu, updating and introduction of new nail systems.
- data entry and record of products and services.
- media and marketing strategies.
- client care.
- book keeping and banking.

**Products worked with:**

OPI Products

**February 2006 - January 2008 - Salon Manager** at New York City Nails, Clapham Junction , UK - United Kingdom, (High Street Salon)

**Duties included:**

- opening nail bar duties eg. checking appointment book, sanitation, preparedness for the day.
- training of staff, maintaining the required service expected
- internal staff ethics and appointing individual staff responsibilities
- product stock check and orders
- sales maintenance and orders
- formulating promotions for the nail bar
- employee appraisal
- management training and appraisal
- working with inhouse landlord, on further marketing development for entire department.
- day to day entry for salon, staff hrs recorded
- meetings, management meetings
- clientele care and after care
- service review, menu adjustments

**Products worked with:**

OPI Products

**January 2005 - January 2006 - Nail Technician** at NYC, central london, UK - United Kingdom, (High Street Salon)

**Duties included:**

- Meet and greet all clients.
- set rebooked clientele
- client after care
- product application
- on an off supervision of entire nail bar
- stock check and supervised product order

- front of house eg, answering phone, booking appointments, till and cashing up
- maintenance and cleaning and upkeep of nail bar.
- supervised management of rota
- mobile services for nail bar.

## **Products worked with:**

NYC products. This particular company manufactured its own products and which supplied all of its stores.

## **Education and Qualifications:**

### **2014**

#### **2005 North London College**

Teaching Adults Intermediate level.

#### **1989 Eldorado Senior Comprehensive school**

GCSE's business general paper studies grade B+

GCSE's accounting grade B

GCSE's typewriting grade A

GCSE's English general paper A

GCSE's mathematics general paper grade B

## **Product Training:**

### **May 2012**

OPI (nail company)

Teaching and training staff, update on new products and procedures.

### **May 2007 OPI. its a top brand used by professionals all over the world.**

OPI centre in Watford England.

Nail Training.

Product training, theory, learning about the science of OPI, what each product entails, how best you can use on your client, also being able to teach your staff.

Practical training, proper application of the product for best results, bringing all your abilities together to create and great end result.

### **July 2005 sixtus products**

Bond street London

Sixtus is a medicated pedicure product, from Swizz. Its herbal infused and has many remedies for persons with feet issues.

## **Vocational Qualifications**

Sous-chef

basic hairdressing

poetry

administration

good listener

Charity support worker

## **Hobbies and Interests**

swimming, writing poetry, short stories, reading, teaching about nails, hiking outdoor activities, meeting people, cooking,

hairdressing, good conversations

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