

# Curriculum Vitae

**Female**

**D.O.B. 17 October 1979**

**Number of years working in industry:**

**11 years 10 months**



**Candidate ID Number:** 13953

**Nationality:** British, British

**Language Skills:**

Fluent: English

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

**Position Sought:** Senior Therapist, Beauty Therapist, Skin Clinic Therapist

## Personal Statement

I am an outgoing, friendly and confident person and with a strong record of vocational success within the beauty therapy industry.

I have proven myself as an excellent beauty therapist who is capable of career development and the taking on of increasing management responsibility.

Over the past six years I have worked at a luxury spa where I have been promoted to managing the retail shop and promoting sales and treatments. In addition to my beauty therapy roles, I also have clerical experience. This includes staffing and stock management.

I am experienced using Baron and Excel software.

Seeking work in NE England and Bermuda

## Employment History:

**May 2012 - July 2012 - Distribution** at (most recent employer hidden for confidentiality) Stockton on Tees, UK - United Kingdom, (Product Company)

### Duties included:

I currently work for a small distribution company that retails slimming products mainly via an e-commerce website and the telephone; my main roles is to process orders, answer the telephone, monitor and maintain stock, deal with complaints and resolve any issues.

This includes answering queries on products and delivery. We offer live chat which offers immediate support and advice to our customers; we are a highly recommended company on slimming forums for our products, customer care and service, as a small company we rely on word of mouth and pride ourselves on resolving customer issues quickly.

Being a small company also ensures I am fully involved in all aspects of running the business and helping to make it a success.

### Products worked with:

N/A

**June 2005 - May 2012 - Senior Therapist** at Seaham Hall, Seaham, UK - United Kingdom, (5 Star Hotel Spa)

### Duties included:

I joined the team seven years ago where I began working as a therapist. I was promoted to senior therapist five years ago. My role was to manage a team of 5 therapists and I was allocated a treatment rooms. My role was to ensure:

- - The maintenance and upkeep of the treatment rooms
- - Treatment rooms was fully stocked
- - Deep clean was carried out on a weekly basis

This was to maintain the high standards that were expected and required of such an establishment. I devised a cleaning rota to ensure these jobs were done. I would personally check to ensure jobs were getting done correctly and would ensure I assisted in the tasks which needed to be done. I am a much respected team member and find I am often approached for help and advice on a personal and professional level.

I am currently working in the retail shop. My role is to increase revenue and to offer mini taster treatments to promote sales. As well as being the face of sales I also organise the shop displays and create special offers and promotions. Every month I carry out stock checks, inputting the information on to set spreadsheets. I also help reception, by taking reservations call, booking treatments, taking payments and cashing up. I also regularly open and close the spa. I believe this shows that I am a trusted member of staff who is able to get on and get things done.

#### **Products worked with:**

- Elemis
- Id Bare Mineral Makeup
- St Tropez
- Aromatherapy associates

**February 2001 - June 2005 - Salon Manager** at Suntanna, Ferryhill, UK - United Kingdom, (High Street Salon)

#### **Duties included:**

I was Salon Manager where I initially was posted to cover maternity leave.

I proved myself to be a competent manager and retained my position.

I covered a range of duties including various treatments on clients, spray tan, reception duties, checking and ordering stock and cashing up.

I proved myself a competent therapist and had a range of clients on a day to day basis requesting my treatments.

#### **Products worked with:**

- St Tropez
- Millennium Nail
- Creative Nails

**July 2000 - December 2000 - Beauty Therapist** at BodyLines, Sedgefield, UK - United Kingdom, (High Street Salon)

#### **Duties included:**

Duties included performing various treatments on clients, working reception and organising the salon diary.

My employment ended due to the company folding due to financial difficulties.

#### **Products worked with:**

N/A

#### **Education and Qualifications:**

**2010 Hartlepool College of Further Education**

VTCT

Sports Massage Certificate

**2010 Hartlepool College of Further Education**

NVQ Levels 2 & 3

- Beauty Therapy
- Diploma in Indian Head Massage
- NVQ in Acrylic Nails
- NVQ in Epilation
- Diploma in Ear Piercing and Studex
- Hopi Ear Candles

**1999 Hartlepool College of Further Education**

Diploma

Theatrical and Media makeup

**1996 St Michaels**

- Childcare C
- English Lit C
- English Lang D
- Maths E
- Science E
- Religious Education E
- Technology and Catering E
- History F
- French G

## **Product Training:**

### **July 2010 Elemis**

Seaham Hall

- Elemis Spa Therapy - Face & Eyes
- Elemis Spa Therapy - Tri-Enzyme Resurfacing Facials
- Elemis Spa Therapy - Exotics
- Elemis Spa Therapy - Advanced Aroma Stones Therapy
- Elemis Spa Therapy - Body Sculpting
- Elemis Spa Therapy - Face and Body Sensation
- Elemis Spa Therapy - Deep Tissue

## **Vocational Qualifications**

Seaham Hall (2011)  
Ocr Level 1 Certificate in Adult Numeracy  
Ocr Level 2 Certificate in adult Literacy

## **Hobbies and Interests**

- Meeting up with friends and going out for a meal
- Going to the cinema
- Bootcamp
- Yoga
- Running (Hoping one day I learn to love it)

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