

Curriculum Vitae

Female

D.O.B. 05 September 1981

Number of years working in industry: 17 years 3 months

Candidate ID Number: 14438

Nationality: Trinidadian or Tobagonian

Language Skills:

Fluent: English

Basic: Spanish

Permitted to work in: Trinidad and Tobago

Position Sought: Salon Manager, Spa Co-ordinator, Assistant Manager, Retail Professional

Personal Statement

My leadership skills together with my consistent and exemplary model for professionalism and responsibility have inspired others to perform at the peak of their ability. I value fair play but not easily manipulated. I have a healthy but well managed ego that loves to work in the service of others; I'm a first-rate and accessible communicator which will be a great asset to any organisation.

Seeking work in international locations

Employment History:

March 2009 - Present - Salon Manager / Contract at (most recent employer hidden for confidentiality) Port-of-Spain, Trinidad and Tobago, (Day Spa)

Duties included:

CND Education Ambassador

OPI Educator

- Maintaining/purchasing inventory
- Upkeep of accounts records
- Promotions and Advertising
- Recruiting and hiring of new spa staff.
- Maintaining and achieving sales and service targets.
- Facilitating special events at the spa (Wedding Parties, Birthday etc.)
- Supervision and mentoring of staff
- Maintaining the facilities and ensuring that salon wellness are kept up to standard.
- Retail Sales based on custom client recommendations.
- Cross selling of services based on clients needs.

Products worked with:

O.P.I Professional Products

CND Professional Products

Germaine De Capuccini

Satin Smooth Wax System

Pevonia

January 2011 - Present - College Tutor at Trinidad and Tobago Institute of Nail Technicians, Port-of-Spain, Trinidad and Tobago, (College)

Duties included:

Educating and training in the OPI Nail care system
Pre-Training for Steiner as well as Recruitment.

Assessments

- Facilitation of OPI Accredited Courses
- OPI Absolute Acrylic Enhancement Course (Basic and Advance)
- OPI Spa Manicure and Pedicure Course (Basic and Advance)
- OPI Axium Soak Off Gel Workshops
- Gel Color by OPI Workshops
- Retail sales training and products recommendation.
- Steiner Leisure Approved Pre-Trainer/Assessor For Nail Technicians
- Pre-Assessment for Steiner Transocean Ltd.
- Pre-Trainer for Steiner Transocean Ltd. Candidates
- Recruitment Assistant for Nail Technicians in Trinidad & Tobago

Products worked with:

OPI Products

CND Products

Elemis

Bliss

Satin Smooth

Pevonia

November 2008 - March 2009 - Area Sales Representative at Media and Editorial Projects Management, Port-of-Spain, Trinidad and Tobago, (Product Company)

Duties included:

- Advertising & Marketing Sales Trinidad & Tobago
- Advertising Sales for Discover Trinidad & Tobago Magazine
- Advertising Sales for Caribbean Beat Magazine
- Advertising Sales for The Energy Caribbean Magazine
- Advertising Sales for The Trinidad & Tobago Business Guide
- Assisting with marketing ideas for the publications.
- Brainstorming sessions to create and implement new products
- Accounts receivables / collections

Products worked with:

Discover Trinidad and Tobago Magazine

Caribbean Beat Magazine

The Energy Caribbean Magazine

Trinidad and Tobago Business Guide

January 2008 - January 2009 - Area Sales Representative at Illuminat T&T Ltd., Port-of-Spain, Trinidad and Tobago, (Product Company)

Duties included:

Sales Executive (Office Equipment) Major Accounts

- Marketing and Sales of Sharp's MFP Copiers
- Solutions Sales for the business environment
- Consultation services for the office environment.
- Preparation of all my contracts and quotations.
- Copier demonstrations using PowerPoint presentations.

Products worked with:

Sharp MFP Copiers

Sharp Networking Systems (IT)

November 2005 - March 2008 - Executive Administrative Assistant at Illuminat T&T Ltd., Port-of-Spain, Trinidad and Tobago, (Product Company)

Duties included:

Executive Administrative Assistant

- To ensure all Achievements, Commissions, Back Order & Recurring Revenue and Sales Rep achievement reports are complete on time every month.
- To ensure that all rental invoices and reports are completed on time every month. (maintaining inventory and rental database)
- Receiving customer queries and ensuring timely feedback.
- Monitoring contracts for expiration and responding to customers' queries.
- To keep up to date and accurate the department personnel records, measured by the files being current at all times.
- To coordinate and manage department functions, measured by feedback given by staff of department.
- To ensure the professional outlook of the department facilities, measured by feedback received from customers and other staff.
- To provide any additional reporting that may be required from time to time.
- Verification of correct entries via GL, Accruals.

Products worked with:

Sharp MFP Copiers

Sharp Networking Systems (IT)

HP MFP Copiers

March 2001 - November 2005 - Administrative Assistant at A. Moses & Sons Ltd. , Port-of-Spain, Trinidad and Tobago, (Product Company)

Duties included:

Administrative Secretary

- Preparation of Government Tenders and Contracts, and ensuring they are sent out on schedule.
- Local Purchases.
- Preparing quotation documents for customers on a daily basis.
- Developed and maintain my own filing system of contracts, tenders and quotations in chronological order.
- Daily entry of the local purchases accounts book and filing of invoices.
- Preparing quarterly updated stock sheets.
- Maintaining and updating the company's price listing of items on sale and the arrival of new items.
- Assist in the accounts department (Data Entry)
- Assist with over the counter sales when necessary.
- Preparing yearly Inventory Stock Sheets.
- Preparing correspondence to Wholesale and Government companies with reference to contracts and tenders.

Products worked with:

Government Contracts

Tenders

Quotations

Education and Qualifications:

NVQ Level III

NTA Assessor Training

2012 Trinidad and Tobago Institute of Nail Technicians

Certificate

OPI Sculpted for Success Workshop

1997 South East POS Government school

English A

Principles of Business

1996 Mucurapo Secondary School

- English
- Maths
- Principles of Business
- Geography

Product Training:

February 2012 O.P.I

Trinidad and Tobago Institute of Nail Technicians

- OPI Pampered Pedicure
- OPI Amazing Manicure
- OPI Sculpted for Success
- Intimate Waxing

January 2011 C.N.D.

Salon Source Training Center Mucurapo Rd. Trinidad and Tobago

- CND Spa Basic and Masters
- CND Liquid and Powder Basic and Masters
- CND Gels Basic and Masters
- CND Education Boot Camp

Vocational Qualifications

Sharp Academy Certificate Program

The Pro Arts Academy -Minutes and note taking

INTAD - Economics and Business Communication

Proficient in Microsoft Office Suite

Hobbies and Interests

I enjoy Kayaking, Spinning and reading novels. I also enjoy travelling and learning about different cultures and customs.

CV created at www.spastaff.com