

Curriculum Vitae

Female

D.O.B. 04 April 1966

Number of years working in industry: 18 years 7 months

Candidate ID Number: 14893

Nationality: British

Language Skills:

Fluent: English

Permitted to work in: UK - United Kingdom

Position Sought: Salon Manager, Receptionist, Retail Professional

Personal Statement

I am an enthusiastic and reliable person, who enjoys working alone or as a team. I enjoy working with the public, face to face or over the phone. I have the ability to listen well and use my own initiative to resolve awkward situations. I am well organised. I am able to follow instructions also achieve targets at a high standard.

Seeking work around Watford and London

Employment History:

April 2012 - Present - Beauty Therapist at (most recent employer hidden for confidentiality) Hertfordshire, UK - United Kingdom, (Home/Mobile)

Duties included:

all beauty treatments

Products worked with:

dr murad

lycon hot and warm wax

shellac

April 2010 - January 2012 - Salon Manager at Flag, Buckinghamshire, UK - United Kingdom, (High Street Salon)

Duties included:

Duties included all aspects of reception role ensuring a warm, professional and efficient service with high level of customer care.

Being head therapist I would be responsible for stock, rota, budgeting, all administrative support.

Booking customer via email, updating web page, and all retail.

Handling deliveries, set up beauty rooms, room management, including bookings cancellations, receiving customers, announcing them, offering beverages/refreshments. Organising events within the local community. Source products, set up accounts, replenish stock. Taking payments over the phone or counter and banking. Being a personal assistant to the owner arranging her personal diary by arranging meetings booking venues and travel.

Products worked with:

Dr Murad

Lycon wax hot & warm

Clarins
Shellac
Crystal clear

April 2007 - April 2010 - Retail Professional at Clarins, London, UK - United Kingdom, (High Street Store)

Duties included:

Duties would include working with a team, organising rotas, stock taking, updating client records, product knowledge to pass onto customers, promoting events in store and out. Taking payments, tutor clients on how to make up and use products correctly. Health and safety. I worked on the retail counter in John Lewis, gaining top quality customer service and always achieved sales target. I would keep the area clean, keeping files in order, replenish stock, keep store room in order. I would meet and greet new customers on the shop floor, stopping people and showing them products and answer any questions asked. I went on training days on selling, product knowledge, customer care health and safety.

Products worked with:

Clarins

Education and Qualifications:

1998 Harrow

ITEC Aestheticienne Diploma
Beauty Therapy

1982 Preston Manor

GCSE - English, maths, typing, art

Product Training:

**August
2011**

Clarins

Harrow
Clarins product

**August
2011**

Shellac

Harrow
Shellac CND

**August
2011**

Dr Murad

Harrow
Dr Murad facials

Hobbies and Interests

Gym, walking, reading

CV created at www.spastaff.com

