

# Curriculum Vitae

**Female**

**D.O.B. 24 April 1978**

**Number of years working in industry:**

**19 years 8 months**



**Candidate ID Number:** 15459

**Nationality:** British, Cypriot

**Language Skills:**

Fluent: English, GREEK

Good: French, Italian

Basic: Russian

**Permitted to work in:** European Union, UK - United Kingdom

**Position Sought:** Spa Director, Spa Manager

## Personal Statement

I'm advancing my skills and knowledge to the highest quality of service and management. I have excellent communication skills and a team player attitude, flexible, self motivated and confident.

## Employment History:

**June 2016 - Present - Spa Manager** at (most recent employer hidden for confidentiality) Limassol, Cyprus, (5 Star Hotel Spa)

### Duties included:

- Overseeing and managing the daily Spa operation
- Inspections and reports
- Inventory management
- Requisitions
- Managing all areas of administrative work including data entry, invoice entry, receptionist duties & file organization.
- Performed full range of facial treatments as Head Therapist.
- Kpis
- Staff evaluations
- Weekly Roster
- Special offers/ promotions
- Events & Media coordinator

### Products worked with:

LITYA , NEODERMA, COMFORT ZONE

**May 2018 - October 2018 - Spa Director** at Casino Hotel Loutraki, Pelloponese, Greece, (5 Star Hotel Spa)

### Duties included:

Budgeting, stock taking, inventory management, promotions, reception duties when necessary, Time management, supervision and reports

### Products worked with:

Moroccan oil, Apivita, Pevonia

**March 2018 - April 2018 - Spa Consultant** at 5\* Hotel, Ayia Napa, Cyprus, (5 Star Hotel Spa)

**Duties included:**

Rebranding, training, design, health & safety, customer service, sales

**Products worked with:**

n/a

**March 2017 - August 2017 - Spa Director** at Santa Marina Resort a Luxury Collection, Mykonos, Greece, (5 Star Hotel Spa)

**Duties included:**

- Overseeing and managing the daily Spa Pre operation
- Inspections and reports
- Inventory management
- Requisitions
- Managing all areas of administrative work including data entry, invoice entry, receptionist duties & file organization.
- Personnel Training
- Kpis
- Weekly Roster

**Products worked with:**

ESPA, Phytomer, Essie

**September 2014 - June 2016 - Spa Manager** at Alexander the Great beach hotel, Paphos, Cyprus, (5 Star Hotel Spa)

**Duties included:**

- Overseeing and managing the daily Spa upkeep
- Department inspections and reports
- Inventory
- Health and safety risk assessments.
- Managed, trained and assisted in all areas of administrative work including data entry, receptionist duties, file organization, research and development.
- Performed full range of facial treatments as Head Therapist.
- Retail and professional orders
- Responsible for interviewing and hiring new staff members
- KPI
- Set Budgets
- Staff evaluations/ appraisals
- Weekly Roster
- Special offers/ promotions
- Duty Manager

**Products worked with:**

PREMIER, GERMAIN DE CAPUCCINI, JESSICA

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

**January 2013 - August 2014 - Salon Manager** at Lavender Hill Day Spa, London, UK - United Kingdom, (Day Spa)

**Duties included:**

- Overseeing and managing the daily salon upkeep

Managing Spa employees achieving retail and treatment sales targets.

- Department inspections and reports.
- Ensuring an effective and professional management of the daily operation.
- Kpis/ Budgets
- Weekly Roster
- Therapists Commission
- Inventory
- Health and safety risk assessments.
- Responsible for all staff hiring and supervision
- Facial Treatments
- Media advertisement and Special offers

**Products worked with:**

Decleor, Dermalogica

**April 2007 - March 2013 - Assistant Manager** at Lavender Hill Day Spa, London, UK - United Kingdom, (High Street Salon)

**Duties included:**

- Therapists Commission
- Inventory
- Health and safety risk assessments.
- Responsible for all staff hiring and supervision
- Head Therapist
- Recruiting new members

**Products worked with:**

Thalgo, Dermalogica

**June 2006 - February 2007 - Senior Therapist** at Cobella, London, Cyprus, (High Street Salon)

**Duties included:**

- Facial treatments
- Indian head massage
- Aromatherapy massage
- Swedish massage
- Waxing
- Uv-Gel Nails
- Bridal Make-up

**Products worked with:**

Dermalogica

**January 2003 - April 2003 - Intern beautician** at The london schoo of beauty, London, Cyprus, (College)

**Duties included:**

- Facial treatments
- Manicures/ pedicures
- Waxing
- Lymphatic drainage

## Products worked with:

Aveda, Orly

## Education and Qualifications:

**2019**

Digital Marketing & Human Resources

**2019 CIIM Cyprus international institute of management Limassol Cyprus**

MSC Business Management

Master of Science Business Management

**2014 ITEC**

LEVEL 4 SPA & SALON MANAGEMENT/MERIT

**2003 London Esthetique( London School Of Beauty & Make-up**

IHBC DIPLOMA

and

Recognised Diploma Equivalent to NVQ level 3

## Product Training:

**May 2017 ESPA**

REBEKKAH MARTIN

ESPA TRAINER

MYKONOS GREECE

FACE/ BODY TREATMENTS/HAMMAM RITUALS

**March  
2017**

**PHYTOMER**

ERIFILI SALIVEROU

PHYTOMER TRAINER

ATHENS

FACE/BODY TREATMENTS

**April 2013 Thalgo**

Le Meridien Spa & Resort ,Cyprus

Upgrading training

## Vocational Qualifications

E-soft logistic program, internet, outlook, word, excel, powerpoint, aphrodite spa,

fidelio ,Theova, gumnut

## Hobbies and Interests

ATTENDING BEAUTY AND SPA SEMINARS EVENTS, UPGRADING KNOWLEDGE

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



