

# Curriculum Vitae

**Female**

**D.O.B. 01 September 1970**

**Number of years working in industry:**

**25 years 5 months**



**Candidate ID Number:** 16362

**Nationality:** British

**Language Skills:**

Fluent: English

Basic: French

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

**Position Sought:** Spa Consultant, Regional Senior Manager, Spa Director, Spa Manager, Salon Manager, Spa Co-ordinator, Assistant Manager, Head Therapist, Treatment Manager / Spa Trainer, Senior Therapist, Beauty Therapist, Massage Therapist, Holistic Therapist, Complementary Practitioner, Complementary Therapist

## Personal Statement

I feel my main strengths and qualities lie in an extensive knowledge and experience within the Industry of Complementary Medicine, Holistic Therapies and Spa Treatments with a strong and varied background in sales, marketing, management, recruitment, training, hands on therapies and treatments and in running my own business this will enable me to offer wide set of valuable skills to any business.

Seeking work in UK, international locations and cruise ships

## Employment History:

**January 2001 - Present - Complementary Practitioner** at (most recent employer hidden for confidentiality)  
Lancashire, UK - United Kingdom, ( Hotel Spa)

### Duties included:

- Managing and setting up my own centre for holistic health therapies
- Work within Corporate business i.e. with Manufacturing Company Johnson Matthey where I developed and wrote my own Relaxation and Meditation Programme for their Managers on a weekly basis
- I have also run effective and motivating workshops to help raise awareness of healing and healing on a personal level and within a working environment
- Managed Sales, Marketing and Advertising campaigns for my business
- Organised Talks and Motivating Events
- Interviewing, training and managing staff on the premises
- Dealing with retail, sales and stock
- Organising advertising, marketing campaigns and open days

### Products worked with:

- Eve Taylor
- Aromatherapy Associates
- Natura Bisse
- Tisserand
- Balm Balm
- DoTERRA
- Base Essential Oils
- Aloe Vera
- Neals Yard

These are products I have worked with not directly trained in. I am trained in Aromatherapy so just use products in accordance with this.

**July 2017 - July 2017 - Spa Consultant** at Coniston Spa Hotel, Coniston Spa, Gargrave, UK - United Kingdom, (5 Star Hotel Spa)

**Duties included:**

Providing 5 \* star treatments for people in a 5 \* Spa from Spa treatments scrubs, wraps to exclusive facials, massage, reflexology, reiki

**Products worked with:**

I have worked with Natura Bisse, Aromatherapy Associates, Eve Taylor, Neals Yard, Tisserand, Balm Balm, DoTerra

**February 2000 - November 2000 - Outplacement Resources Centre Manager** at Esso, Oxford, UK - United Kingdom, (Product Company)

**Duties included:**

- Management of onsite closure and redundancies of 140 staff, responsible for dealing with all confidential matters within the HR Department
- Administration, coordinating, organising relevant meetings and seminars
- Setting up the Outplacement Resource Centre on site as a service for job hunting, interviewing skills and research for the redundancy staff
- Support within services of counselling, building confidence and other services offered on site to redundancy employees.

This was a temporary contract with Esso helping to deal with a site closure

**April 1998 - January 2000 - Conference Manager** at TMG Healthcare Communications, Oxford, UK - United Kingdom, (Product Company)

**Duties included:**

- Responsible for organising International Conference that varied in scale from small advisory panels to large congress meetings and satellite symposiums
- Research/planning both internally and with third party agents responsible for venues, hotels, dinners and social activities
- Faculty management i.e. travel/accommodation, dietary requirements, audio visual and social events often on location
- Database Management of several databases within in-house event management systems as well as the accurate and precise reconciliation of financial budgets
- International travel and site visits were often required

**May 1997 - April 1998 - Conference Manager** at Hawkwell House Hotel/Regal Leisure, Oxford, UK - United Kingdom, (5 Star Hotel Spa)

**Duties included:**

- Sole responsibility for the marketing, sales and co-ordination of conference facilities with a total capacity for up to 250 delegates. The type of event varied from mid/large corporate functions to private dinners, balls and weddings
- Event management following the whole process through
- Sales and Marketing, necessitating weekly presentations to the hotel directors ongoing revenues and margins
- Meeting and Greeting New Clients and Guests and managing their needs for business
- Coordinating Events with all house departments
- Administration of weekly Conference Sheets to Hotel Departments
- Organising Open Days and Events for the Hotel
- Negotiating Packages and Deals for new business
- Competitor Research

**November 1996 - May 1997 - Recruitment Officer** at CPM International, Thame, UK - United Kingdom, (Product

Company)

#### **Duties included:**

- Relationship Management of my employer's top tier of clients. My role was to absorb quickly and understand the objective of each customers current marketing campaigns
- Recruitment of field staff on permanent contracts
- Assessment and Interviewing of staff
- All Communications with staff and clients
- Administration of whole cycle from recruitment to work placement

**May 1994 - May 1996 - Recruitment Manager** at Manpower PLC, Buckinghamshire, UK - United Kingdom, (Product Company)

#### **Duties included:**

- Management of the main BT Account for 999 Emergency calls
- Interview selection and Recruitment of candidates i.e. obtaining references, monitoring attendance
- Training of new staff
- Payroll Management
- Disciplinary Management
- Managing sales and forecasting
- Advertising and Marketing
- Organising Open Evenings
- Communications with all clients and staff, resolving problems

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

##### **2014 Gentle Touch Therapy Training College, Barnsley, S72 8LH**

Diploma - The Beauty Guild

Manicure & Pedicure Diploma - The Beauty Guild

##### **2014 Gentle Touch Training College, 99 Syndale Road, Cudworth, Barnsley, S72 8LH**

Diploma -The Beauty Guild Training

Organic Beauty Treatments - The Beauty Guild Training

Organic Facial Treatments Diploma

##### **2014 Beauty Guild College**

ABT Membership

ABT Member

##### **2014 Gentle Touch Therapy College, Barnsley, S72 8LH**

##### **2014 Gentle Touch Therapy Training College, Barnsley, S72 8LH**

Diploma

##### **2014 Gentle Touch Therapy Training College, Barnsley, S72 8LH**

Diploma - The Beauty Guild

Organic Makeup Application Diploma - The Beauty Guild

##### **2013 Blackburn University Centre**

part of FdSc course

- Oct 2012 - Feb 2013 FdSc Complementary Medicine
- MTI - University of Blackburn 10/2012 - 02/2013
- CAR Blackburn University Centre 10/2012 - 02/2013

##### **2012 Carlton Institute**

Diploma

Body Wraps Diploma

##### **2012 The Sanctuary of Healing, Langho**

Certificate

Healing Codes - certificate of attendance

**2011 Northern School of NLP**

NLP Practitioner Diploma

Neuro Linguistic Programming

**2006 LCCH**

Certificate

Clinical Hypnosis

**2004 Robert France, Harrogate**

Certificates

Thai Hand, Foot and Seated Massage

**2003 Sandra Day School of Health Studies**

Diplomas

- Hopi, 09/2003
- Thermal Stone Massage, 10/2003
- Thermo-Auricular Therapy, 09/2003
- Therapeutic/Remedial Massage, 08/2002

**2003 Alston College, Lancashire**

Certificates and Degree levels

- Karuna Healing 1 & 11 - Alston Hall, Lancashire 04/2004
- Reiki 111 - Alston Hall, Lancashire, 02/2003
- Reiki Masters - Alston Hall, Lancashire, 06/2003

**2002 Accrington & Rossendale College**

VTCT Diplomas /NCFE

- Indian Head Massage,
- Reflexology
- Aromatherapy -
- Swedish Massage
- Lymphatic Massage

**2002 Peak School of Reiki**

Certificates/Reiki Degree Levels

Reiki 1 and Reiki 11

**1989 Clitheroe Royal Grammar School**

O level's - Clitheroe Royal Grammar School

- English Literature - 1986 grade C
- English Language - 1986 grade C
- Biology - 1986 grade C
- French - 1986 grade C
- Maths - 1986 cse 2
- Classical Studies - 1986 grade B
- History - 1986 grade C
- Religious Studies - 1986 grade B
- Domestic Science - 1986 grade C

A levels - Clitheroe Royal Grammar School

- Classical Studies - 1989 grade D
- Domestic Science - 1989 grade E
- Religious Studies - 1989 grade D

**Product Training:**

**May 2017 Natura Bisse**

Natura Bisse Trainer

5 day Natura Bisse training in skincare, facials, body massage

**April 2017 Aromatherapy Associates**

Aromatherapy Associates Trainer

5 day intensive skincare, facials, body spa and massage treatments

**June 2012 Body Boutique Sea Clay Body Wrap**

Carlton Institute

Diploma - training in Sea Clay Body Wraps with Body Boutique products

**June 2002 Aromatherapy Oils**

Accrington & Rossendale College

NCFE qualification in a year long training programme via Accrington & Rossendale college

## **Vocational Qualifications**

- First Aid - up to date completed 01/2013
- Microsoft Word
- Excel
- Internet
- Telephone Training
- Interviewing skills
- Meditation
- Healing courses
- part Hypnotherapy trained

These courses were carried out between 1996 - 2013

## **Hobbies and Interests**

Yoga, Dance, Self Development, Writing, Reading, Animals, Creative pursuits, Arts, Museums, Travel, Films, Walking, Cooking, Philosophy, Music

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