

# Curriculum Vitae

**Female**

**D.O.B. 09 September 1993**

**Number of years working in industry: 13 years 7 months**

**Candidate ID Number:** 16842

**Nationality:** British

**Language Skills:**

Fluent: English

Basic: Spanish, French, Italian

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

**Position Sought:** Spa Consultant, Salon Manager, Head Therapist, Senior Therapist, Beauty Therapist, Receptionist

## Personal Statement

I currently undertook my Level 2 NVQ Diploma in Beauty Therapy at Suffolk New College. Over the past 8 months, I have developed an up-to-date knowledge and practice of beauty therapy treatments such as manicures, pedicures, facials, waxing including hot waxing treatments, assisting with spa operations, makeup and eye beauty treatments. This has given me an excellent starting point for the beauty industry and has inspired me to accept my unconditional offer to progress further onto the Level 3 training programme in September 2013. With my qualification, I was honoured to be offered a job as a Senior Beauty Therapist and Head Spray Tanning therapist at Spangle Beauty Clinic.

Seeking work in UK, international locations and cruise ships

## Employment History:

**January 2013 - Present - Beauty Therapist** at (most recent employer hidden for confidentiality) Ipswich , UK - United Kingdom, (High Street Salon)

### Duties included:

Beauty Treatments:

- manicures
- pedicures
- facials
- waxing including hot waxing treatment
- assisting with spa operations
- makeup
- eye beauty treatments
- spray tans

Other:

- staff rota
- stock taking
- purchasing products

### Products worked with:

- Sienna X Spray tan
- OPI
- GelColour OPI
- Kaeso skin product range
- Just wax salon systems
- Dermalogic skin product range

**July 2012 - Present - Receptionist** at The Orwell Hotel, Felixstowe, UK - United Kingdom, ( Hotel Spa)

**Duties included:**

Whilst working at Spangle, I work part time as a receptionist at The Orwell Hotel in Felixstowe. I have worked here since last August, where I was first positioned in restaurant and function events. However, later on my general manager, Andrew, saw my professionalism and enthusiasm towards every day customers and decided to promote me in October to join the reception team. My role as a receptionist is to answer calls in a polite and helpful manner, completing the daily and weekly financial report for the previous day, cashing up all 7 tills, the end of day banking, dealing with unhappy customers and writing letters accordingly, taking reservations via email or by telephone, attending weekly reception meetings discussing this weeks events and reservations, to maintain high standards of myself to represent the company and finally, to commit to my job one hundred and ten percent.

**July 2013 - Present - Beauty Therapist** at Annie's Spray Tans , Suffolk area , UK - United Kingdom, (Home/Mobile)

**Duties included:**

After completing online theory exams and an assessment-training day, I now hold a Sienna X Level 2 Professional Spray Tanning Therapist certificate. Currently been trained in my Level 2 NVQ Beauty Therapy treatments, I took the initiative to train with Sienna X directly, where I learnt more than just how to do the perfect spray tan. It took over one month to complete all theory aspects of the course and a full one day to complete the practical side. I am now qualified in how to use and maintain the equipment and products professionally, along with top expert tips to ensure me to give clients a flawless tan every time. I learnt all aspects of the spray tanning industry, so am now an expert in this field of the beauty industry. The course was fully accredited also, which means I am able to take out public liability insurance. Coming from a business background, I understand and have knowledge of how important it is to promote a business because without customers, there is no business. Therefore I set up my own spray tan business, to which I travel to peoples houses. On average, I perform 30-40 tans a week so I have huge experience in this field.

**Products worked with:**

Sienna X Spray tanning products

**Education and Qualifications:**

**2013 Suffolk New College**

NVQ Level 2

Beauty Therapy NVQ Level 2

- Level 2 certificate in Contact Dermatitis Prevention.

**2012 Woodbridge School**

Qualifications: A Level passes in Business Studies and Geography. AS level pass in Economics.

**2010 Amberfield Independant School for Girls**

GCSE Qualifications: 11 GCSE passes; A grade in Art and Design and ICT, B grade in English Literature and English Language, Mathematics, Geography, Biology, Chemistry and Physics and a C grade in French and Physical Education.

**Product Training:**

**July 2013 OPI**

Suffolk New College Ipswich

OPI and Gelcolour

**July 2013 Intoduction of Dermalogic Skin Products**

Dermalogica representative

During my time at Beauty College, I attended the Dermalogica partnership programme workshop, which certificated me in The Introduction of Dermalogica: Prescriptive Skin Treatments. With this certificate, I gained extra knowledge and understanding of the company and its products, which helped me carry out my assessments for facial treatments on clients with a professional attitude. This workshop enabled me to perform my facial routine to Dermalogica standards, and with the product knowledge to pursue an outstanding customer service with clients. Along side this; I also hold a Level 2 certificate in Contact Dermatitis Prevention.

**March 2013**

**Sienna X**

Sienna X Direct

## Vocational Qualifications

- First aid
- A\* GCSE ITC

## Hobbies and Interests

I enjoy playing a lot of sports, in particular tennis and netball, where I was honoured as sports captain at Amberfield for the whole school. I also danced for a street dance crew, Streetwise, and have performed on stage with them, at the Spa Pavilion. My fellow peers elected me as House Captain for Rendlesham at Amberfield School, which demonstrates I have great responsibility and origination skills, along with communication and team-working skills. I am a quick learner and creative with anything that is thrown at me. At my time at Woodbridge, I got elected to be head of Pupil Support, where pupils and teachers recognised my kindness and helpfulness throughout my first year of being there. Pupil Support enabled me to provide all pupils with the support they needed, including guidance on bullying in school and out, school behaviour, careers and the community.

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

