

Curriculum Vitae

Female

D.O.B. 30 January 1981

Number of years working in industry: 23 years 2 months

Candidate ID Number: 16851

Nationality: British

Language Skills:

Fluent: English

Basic: German

Permitted to work in: UK - United Kingdom

Position Sought: Spa Manager, Salon Manager, Spa Co-ordinator, Assistant Manager, Head Therapist, Senior Therapist, Massage Therapist, Holistic Therapist, Complementary Practitioner, Complementary Therapist, Receptionist

Personal Statement

I have a wealth of customer service and can accommodate all walks of life with my flexible character and relaxed demeanour. I am always interested in a challenge and feel I can achieve this with my organisation and enthusiasm.

I have a goal to travel more within in a workplace setting and have formal training on spa products. I wish to take my therapy career in a different direction, by focussing on the human management aspects of a clinic/spa/salon in order to expand my knowledge, pass on my resources and minimise the physical strain on my joints in future years.

Seeking work in North England and international locations

Employment History:

May 2012 - Present - Spa Manager at (most recent employer hidden for confidentiality) Preston, UK - United Kingdom, (High Street Store)

Duties included:

Keyholder responsibilities, Booking clients, liaising with therapists and consultants, stock taking, managing the diary, creating regular offers, promotions and newsletter, Advertising via social media, working with healthcare insurance providers for reimbursements, stock ordering, mail order of stock, fielding telephone enquiries and explaining treatment pricing structures, alerting clients of their future appointments, dealing with cancellations and converting walk in enquiries to repeat business, organising training, liaising with company reps, back up interim therapist when no other practitioners were available.

Products worked with:

Herbals supplements and Dr Hauschka

January 2009 - April 2012 - Head Therapist at Hands in Harmony, Chorley, UK - United Kingdom, (High Street Salon)

Duties included:

Managing staff, checking off timesheets, creating rotas, performing treatments, being involved in promotions and events, managing new starters, organising team meetings, attending training, actively working to gain new business

September 2002 - November 2008 - Complementary Therapist at Back in Motion, Chorley, UK - United Kingdom, (Home/Mobile)

Duties included:

Working as a freelance therapist in individuals homes and the workplace environment in addition to sporting, product promotion and charity events. Performing various styles of theraputic massage, aromatherapy, reflexology, indian head massage, reiki, hopi ear candles and lymphatic drainage. Aquiring new clients and creating offers to encourage current client retention. Managed my own budget and stock levels, purchased necessary consumables and equipment, organised own PAYE, created client information and aftercare sheets, leaflets and confidential notes.

Education and Qualifications:

2001 Runshaw College

Diploma

VTCT Diploma in Holistic therapies

VTCT Diploma in Indian Head Massage

2000 Sandra Day School of Health Studies

Certificates andDiploma

Diploma in Anatomy and Physiology

Certificate in Thermo-auricular Therapy

Foundation certificate in Manual Lymphatic Drainage

1999 Blackburn College

Btec National Diploma in Science (Health Studies)

1997 St Michael's C of E High School

9 GCSE's

A* Religious Education

A Home Economics

B Science

B English

B History

C Maths

C German

Vocational Qualifications

ECDL (European Computer Driving Licence)

First Aid qualifications throughout my career, but currently expired

Level 1 Food Handling certificate

Institute of Leadership and Management certificate in Business Management Skills

Gmofc Level 1 Counselling skills

Level 4 in Human Resource Management

Hobbies and Interests

I attend a weekly Pilates class as i have doen so for 13 years

I am part of a local ladies cycling group which meets once a month

I attend a book group which meets once a month in a city centre cafe. We select the next title on a rotational basis

within the group

I visit the municipal leisure centre in town to swim at the weekends and zumba classes when there is availability

I enjoy crafts and sewing, making and altering garments when i have spare time

I like to plan trips abroad youth hostelling alone and taking in the sights and culture of a new place

CV created at www.spastaff.com

