

Curriculum Vitae

Female

D.O.B. 05 March 1962

Number of years working in industry: 8 years 0 months

Candidate ID Number: 17496

Nationality: British, British

Language Skills:

Fluent: English

Good: Spanish

Permitted to work in: Spain, UK - United Kingdom

Position Sought: Spa Manager, Assistant Manager

Personal Statement

I have excellent customer services skills and enjoy using these, particularly to aid in the motivation of other team members. I have a good understanding of financial and budgeting requirements and have the ability to learn and understand new computerized systems very quickly

Seeking work in UK and USA

Employment History:

February 2004 - February 2012 - Retail and Reception Supervisor at (most recent employer hidden for confidentiality) Cartagena, Spain, (5 Star Hotel Spa)

Duties included:

- Control of inventory and achieving budgeted sales and profits, ensuring that all colleagues were informed of promotions and product ranges.
- Successfully designed and introduced online shopping.
- Participated in menu creation and introduction of new treatment and promotions.
- Introduction of membership control system, liaising with members
- Responsible for resolving queries with the reservation system and producing financial reports as required.
- Acting as spa duty manager and working on reception as needed

Products worked with:

Natura Bisse, Kerstin Florian

Career Break - Supervising a building project and online courses

Education and Qualifications:

1983 S. Glamorgan Institute of Higher Education

H.C.I.M.A.

(Hotel Catering and International Management Association)

Hobbies and Interests

Hiking, Yoga, Horse riding and handicrafts

