

# Curriculum Vitae

## Female

**Number of years working in industry: 18 years 4 months**

**Candidate ID Number:** 17652

**Nationality:** British

**Language Skills:**

Fluent: English

Basic: Spanish

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

**Position Sought:** Regional Senior Manager, Spa Manager, Salon Manager, Spa Co-ordinator, Assistant Manager, Head Therapist, Treatment Manager / Spa Trainer, Senior Therapist, Beauty Therapist, College Tutor

## Personal Statement

Skilled at classroom management and identifying and adapting to different student learning styles. Strong interpersonal communicator with proficiency in adult training and student interaction. Coordinator in staff training and development and problem solving with strong business acumen.

I have taught in Doha over the last 12 months and I have gained valuable skills interacting with different cultures and where language is not a first language. I have adapted my tone and speed accordingly.

Seeking to work in the UK, Qatar and International Locations

## Employment History:

**October 2014 - Present - International Beauty Tutor ITEC** at (most recent employer hidden for confidentiality)  
Doha, Qatar, (College)

### Duties included:

- Lecturer in delivery of Beauty Therapy and Media Make-up in varying levels of National Vocational Qualifications (NVQs); from a range of different international awarding bodies including ITEC.
- Planning and delivering well-structured lessons that engage and motivate learners.
- Planning, preparing and reviewing the curriculum with other colleagues.
- Supporting the Academy in delivering the curriculum effectively.
- Tracking learner progress in all areas of subject inclusive of weekly reports to management.
- Ensuring all Health and Safety policies are implemented and adhered to at all times.
- Providing additional instruction in English as second language.
- Proven ability for building rapport with learners encouraging confidence.
- Implementing policies and procedures regarding college uniform standards and monitoring.
- Supporting academies quality control of resources and distribution and replacement.
- Greet and meet clients
- Perform a wide range of treatments
- Set up/tidy treatment area after use
- Retail products
- Clean
- Reception duties including telephone and email
- Train other members of staff
- Freelance where required

**Products worked with:**

- Dermaoligica
- Elemis
- Fake Bake
- St Tropez
- Calgel
- CND
- Minx
- Thalgo
- Gelish
- Progel

**October 2007 - October 2014 - Salon Manager** at Halo Hair and Beauty, Huddersfield, UK, UK - United Kingdom, (Hair Salon)

**Duties included:**

- Joint Partner in salon offering high quality hair, beauty and makeup services; inclusive of performing treatments to client base alongside other staff members.
- Supervising salon staff; ensuring consistent delivery of high quality grooming services; monitoring all aspects of performance including time keeping, attendance, uniform and personal appearance.
- Maintaining financial performance; tracking sales; organising staff rotas and holidays.
- Training and monitoring staff to ensure best practices and current knowledge and trends.
- Maintaining an up-to-date knowledge of available make-up and beauty products.
- Sourcing, budgeting and ordering materials and equipment from specialist suppliers.

**Products worked with:**

- Fake Bake
- St Tropez
- Dermaoligica
- CND
- Calgel
- OPI
- Elemis
- Thalgo
- Bed Head
- Gelish
- Progel

**September 2010 - June 2014 - Lecturer in Beauty Therapy** at Protocol National, Yorkshire, UK - United Kingdom, (College)

**Duties included:**

- Lecturer in delivery of Beauty Therapy and Media Make-up in varying level NVQ's.
- Develop and assess qualifications using exciting and innovative learning styles and techniques.
- Develop and deliver interactive lesson plans, schemes of work and relevant teaching resources.
- Support learners in their Functional Skills, including Literacy, Numeracy and ICT.
- Embedding personal social development, employability skills.
- Full commitment to embedding Equality and Diversity into every lesson.
- Undertaking relevant administration duties; including monitoring attendance, punctuality, behaviour and student compliance to uniform policy and keeping learner records up to date.
- Monitoring student progress and reporting performance to academic management in weekly meetings.
- Staff training and CPD in areas of in-house grooming and international makeup qualifications,
- Ensuring all learners follow uniform rules as per departmental policy, monitoring and maintaining college standards.

## **Products worked with:**

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## **Education and Qualifications:**

### **2010 Barnsley College**

NVQ City and Guilds

- Level 3 Beauty Therapy
- Level 3 Assessor Awards
- Level 2 Beauty Therapy
- NVLiteracy and Numeracy

### **2008 Sheffield College**

NVQ City and Guilds and VTCT

- Level 3 Media and Theatrical Make Up
- Level 3 Diploma Health and Safety
- Level 2 Fashion and Photographic Make Up
- Level 2 Face and Body Painting
- Level 2 Cosmetic Make Up
- Social Science Access Certificate to HE

### **2012 Huddersfield University**

- Level 4 Certificate in Education
- Level 4 PTTLS Teaching Award

### **2010 Barnsley College**

GCSE in the following subjects: -

- Intergrated Humanities
- Geography
- Art and Design
- English x 2
- French
- Mathematics
- Science Double Award
- Community studies

## **Product Training:**

### **May 2013 Dermaolgica**

Staff training in house at Barnsley College both Level 2 and Level 3 treatments

Dermalogica Facial and massage procedure including product knowledge

## **Hobbies and Interests**

- Yoga
- Fitness

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