

Curriculum Vitae

Female

Number of years working in industry: 8 years 9 months

Candidate ID Number: 177235

Nationality: Filipino

Language Skills:

Fluent: English, Filipino

Basic: Spanish

Permitted to work in: Philippines, Macau

Position Sought: Spa Consultant, Spa Co-ordinator, Assistant Manager, Head Therapist, Treatment Manager / Spa Trainer, Senior Therapist, Beauty Therapist, Skin Clinic Therapist, Massage Therapist, Complementary Therapist, Receptionist, Area Sales Representative, Membership Sales Professional

Personal Statement

Seeking work in international locations

Employment History:

June 2018 - Present - Skin Clinic Therapist at (most recent employer hidden for confidentiality) Macau, China, Macau, (Hospital / Medical Clinic)

Duties included:

- Improve and maintain the appearance and health of the patient's skin.
- Associated with the field of Dermatology
- Assisting minor/outpatient surgeries (skin biopsies) with the general surgeon and dermatologist.
- Meet the clients (or patients) by appointment, and consult on skin care needs.
- Examine the patient's skin and recommend a skin care regimen and products, provide pre- and post-operative skin care, or help manage the effects of diseases or skin conditions such as rashes or other outbreaks.
- Helps the patients minimize the appearance of various skin imperfections, such as acne or surgical scars, also help reduce the effects of aging on the skin.
- Welcoming patients and visitors, answering the telephone and answering any inquiries.
- Scheduling appointments and keep those appointments on time.
- Assisting patients with completing necessary forms and documentation.
- Keeping a clean and calm reception area.
- Processing billing and payments, using medical software.
- Faxing, scanning, filing, and mailing documentation.
- Medical equipment sterilization and cleaning.
- Monitoring and ordering stationary and clinical supplies.
- Booking and organizing staff and doctors meetings.
- Maintaining information confidentiality at all times.

April 2017 - May 2018 - Assistant Manager at Body and Sole, Philippines , Manila, Philippines , Philippines, (Hotel Spa)

Duties included:

- Wisely guide the guests according with their preferences and concerns being also revenue oriented.
- Providing personalized service answering the phone.
- Be acquainted with services offered, prices and strengths of each therapist.
- Be aware of how the spa looks, by matching standards of cleanliness, tidiness, comfort, temperature and any special needs.

- Responsibly manage the payments from the guests and respective payment to some of the therapist.
- Handling queries and complaints via phone, email and general correspondence.
- Possibly managing spa supplies such as professional product stocks, equipment and furniture.

Education and Qualifications:

2018 Trained in house

Certified

To become a certified aesthetic therapist, various specializations may be pursued, allowing professionals to enhance their skills and knowledge in specific areas. Here's a list of common specialists within the field:

- **Skin Care Specialists**: Focus on facials, chemical peels, and skin analysis.
- **Laser Technicians**: Trained in laser hair removal and skin rejuvenation therapies.
- **Microdermabrasion Technicians**: Specialize in exfoliation techniques and treatments.
- **Body Contouring Specialists**: Utilize techniques such as ultrasound or cryolipolysis for body sculpting.
- **Holistic Aesthetic Therapists**: Integrate holistic approaches, like aromatherapy or wellness therapies.
- **Nutrition Consultants**: Help clients improve skin health through dietary advice.
- **Massage Therapists**: Offer specialized massages that enhance skin and body relaxation.
- **Spa Management Professionals**: Oversee operations in spas and wellness centers.

2016 College of Research and Technology

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