

Curriculum Vitae

Female

D.O.B. 19 January 1997

Number of years working in industry: 7 years 6 months

Candidate ID Number: 177864

Nationality: Filipino

Language Skills:

Good: English

Permitted to work in: Philippines

Position Sought: Spa Manager, Head Therapist, Treatment Manager / Spa Trainer, Senior Therapist, Beauty Therapist, Skin Clinic Therapist, Massage Therapist, Complementary Therapist, Receptionist, Area Sales Representative, Retail Professional, Membership Sales Professional

Personal Statement

Dynamic Executive with seven years of experience helping organizations reach their full potential. Dedicated Customer Service Representative, on providing quality care for ultimate customer satisfaction. Proven ability to establish and maintain excellent communication and relationships with clients. Committed on identifying customer needs and delivering effective solutions to all problems. A strong leader who works well under pressure and with other medical professionals

Seeking work in international locations

Employment History:

July 2018 - January 2025 - Clinical Aesthetician/ Therapist / Receptionist at (most recent employer hidden for confidentiality) China, (5 Star Hotel Spa)

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.

May 2017 - May 2018 - Operation Manager / Receptionist at Body and Sole Spa, Philippines, (5 Star 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 cleanness, 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:

2025 Trained in house

Certificate

Associated with the medical professionals.

Prepare patients for the health care visit by directing and/or accompanying them to the examining room.

Perform preliminary physical tests; weight and temperature; report patient history summary.

Secure patient information and maintain patient confidence by completing and safeguarding medical records and keeping patient information confidential

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