

Curriculum Vitae

Female

D.O.B. 01 February 2002

Number of years working in industry: 2 years 2 months

Candidate ID Number: 182925

Nationality: South African

Language Skills:

Fluent: English

Basic: German, Spanish

Permitted to work in: South Africa

Position Sought: Spa Consultant, Assistant Manager, Treatment Manager / Spa Trainer, Beauty Therapist, Hair Stylist

Personal Statement

offering genuine interest in the beauty industry and willingness to learn and grow in a professional environment. Brings ability to quickly grasp new techniques and trends and applies strong interpersonal and communication skills. Ready to use and develop expertise in clients well-being and overall confidence and health

Seeking work in international locations and cruise ships

Employment History:

July 2024 - Present - at (most recent employer hidden for confidentiality) Midrand, South Africa, (Product Company)

Duties included:

- Admin Assistant

Promoted a positive work environment through effective communication skills and fostering professional relationships among colleagues. • Improved document organization with thorough file maintenance, archiving outdated records as necessary for efficient retrieval when needed. • Ensured accurate record-keeping with diligent data entry and database management for vital company information. • Streamlined invoice processing procedures to ensure timely payment of vendors while minimizing errors in financial records. • Assisted in preparation of financial reports, gathering data that contributed to budgeting accuracy. • Managed filing system, entered data and completed other clerical tasks.

May 2024 - June 2024 - Beauty Therapist at Herrwood Medical Centre, Durban , South Africa, (Skin Clinic)

Duties included:

Helped front desk staff register and process patients. • Maintained adequate stock of medical supplies, equipment and forms in clinical areas. • Assisted with documenting clinic activities and updated medical records. • Ensured a clean and welcoming clinic environment by performing routine housekeeping tasks such as sanitizing surfaces and disposing of biohazardous waste properly. • Assisted medical professionals in administering treatments, ensuring a safe and comfortable environment for patients. Improved patient experience by efficiently managing front desk tasks, including appointment scheduling and check-in procedures. • Prepared examination rooms at start of shift and executed quick turnovers between appointments. • Supported clinicians with diagnostic testing preparation, providing assistance during examinations when necessary. • Contributed to a positive work atmosphere through effective teamwork and collaboration with clinic staff members.

November 2023 - May 2024 - Hair Stylist at Nadia's Hair salon, Durban , South Africa, (Hair Salon)

Duties included:

Assisted stylists with color mixing and application, ensuring accurate results and satisfied clients. • Managed appointment scheduling and confirmed bookings, resulting in efficient salon operations and minimal wait times for clients. • Cleaned and sanitized styling stations between clients, promoting a healthy environment for both staff and patrons. • Maintained inventory levels of salon products, reducing waste and ensuring availability for client use. • Provided basic hair care services such as shampooing and conditioning, enhancing overall service package offered to clients

Education and Qualifications:

2024 THE BEAUTY SPECIALIST ACADEMY

ITEC

BEAUTY THERAPIST

2023 The beauty Specialist Academy

ITEC CERTIFICATE

2020 Wendywood High School

Vocational Qualifications

IT and Admin Assistant for multiple tasks in the work environment providing assistance to stock control, data management and admin related work.

Assistant to Doctor in aesthetic clinic in surgery of liposuctions and aesthetic facial procedures as well.

Hobbies and Interests

Reading

Gym

Swimming

CV created at www.spastaff.com

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