

# Curriculum Vitae

**Female**

**D.O.B. 28 February 1984**

**Number of years working in industry: 13 years 6 months**

**Candidate ID Number:** 18943

**Nationality:** British

**Language Skills:**

Fluent: English

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

**Position Sought:** Beauty Therapist, Receptionist

## Personal Statement

I'm a very positive person and feel that I'm genuinely very kind, caring, approachable and Friendly. I enjoy working hard and I'm truly passionate about achieving the best results. I'm very keen to expand my skills and to learn so much more.

Seeking work in international locations

## Employment History:

**January 2014 - Present - Beauty Therapist** at (most recent employer hidden for confidentiality) Queen's Hotel, Brighton, UK - United Kingdom, ( Hotel Spa)

### Duties included:

- Treatments performed: Massage, Facials, Warm waxing, Eye Treatments, Manicures, Pedicures and Gel nails.
- Greeting clients,
- Helping them to settle in, offering to take their coats and offering water to drink while they filled in their consultation form.
- Housekeeping.
- Learnt how to use their computer booking system.
- Answering telephone and email enquiries.
- Small amount of data input.
- Taking payments.
- Opening and closing of the salon each shift. Including cashing up.

### Products worked with:

Demalogica

Shellac

OPI

**June 2013 - November 2013 - Beauty Therapist** at Beauty Spot Studio, Hove, UK - United Kingdom, (High Street Salon)

**Duties included:**

- Beauty Therapist and receptionist.
- Greeting clients
- Answering the phone, taking bookings and enquiries
- Taking payments
- Cleaning and maintaining of sunbeds
- Opening and closing of salon
- Housekeeping
- Showing new clients how to safely use the sunbeds
- Initiating new promotions and services that the salon can offer
- Promoting the salon within the local community
- Promoting the salon on it's Twitter and Facebook sites
- Treatments including: Manicures, pedicures, massage, waxing, eye treatments and shellac gel nails

**Products worked with:**

Shellac

OPI

**December 2012 - June 2013 - Beauty Therapist** at Xpress Beauty, Hove, UK - United Kingdom, (High Street Salon)

**Duties included:**

- The treatments that I performed: Warm Waxing, Manicures, Pedicures, Shellac nails, Back massage, Full body massage, Eye treatments, Eyelash extensions (individual flares) Facials
- The salon had only been open 2 months when I started, I assisted setting things up, such as helping design the treatment consultation forms, coming up with salon promotions and special offers, coming up with a weekly cleaning rota and a start/end of day check list.
- I would perform a weekly inventory of sundries.
- Setting up the salon at the start of the day and closing down at the end of the day.
- I would help to increase business by upgrading treatments.
- Cashing up the takings at the end of the day.
- I learnt how to apply Shellac nail polish and spray tan with Sienna X. We used Ceteum products for facial use.
- Greeted clients, checked them in and made them tea or coffee while they waited.
- Took telephone enquiries and bookings.
- Learned how to use their computer system.
- Laundry and housekeeping
- Helping to promote the salon within the local community.

**Products worked with:**

Cetuem

Minx

OPI

Shellac

**June 2012 - December 2012 - Beauty Therapist** at Unique Beauty, Belverdere, UK - United Kingdom, (High Street Salon)

**Duties included:**

- I acquired the position after being recommended to the Salon Manager by my Tutor.
- The treatments that I performed: Waxing, Manicures, Pedicures, Pro polish, Back massage, Eye treatments, Eyelash extensions (individual flares) and Indian head massage
- Setting up and cleaning the Beauty room and Manicure station at the start and end of the day.
- Counting and cashing up my takings at the end of the day.
- I learnt how to apply Mani Q Pro polish.
- I attended a 4 day workshop with Dermalogica.
- If I had a quiet period, I would give hand massages to the hair salon clients, which would often generate more business for the beauty room as I would be able to talk to them about the services we provided.
- Greeted clients, checked them in and made them tea or coffee while they waited.
- Took telephone enquiries and bookings.
- Learned how to use the computer system.
- I would help assist with bridal make-ups, taking photos and writing down the make-up that was used.

**Products worked with:**

Mixi

NSI

Dermalogica

**Education and Qualifications:**

**2012 Gemini Beauty Academy**

Diploma

VTCT NVQ Level 2 and 3 in Beauty

**2010 Connaught Adult Education Centre**

Diploma

NFSE Diploma in Interpersonal Skills

**2000 Meopham School**

- English C
- Maths F
- Science E
- French C
- Expressive arts B
- History B
- IT Studies C

**Product Training:**

**September  
2012**

**Dermalogica**

Dermalogica, Guilford, England

Facial Skin care and Skin mapping

**Hobbies and Interests**

I enjoy walking, swimming, Pilates, horse riding, cinema, eating out, knitting, customizing clothes, reading and baking.

I will be joining Shoreham Rowing club for the Autumn season.

CV created at [www.spastaff.com](http://www.spastaff.com)

