

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 its 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:

Ceteum

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

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