

Curriculum Vitae

Female

D.O.B. 14 June 1972

Number of years working in industry:

35 years 3 months



Candidate ID Number: 23327

Nationality: British

Language Skills:

Fluent: English

Permitted to work in: UK - United Kingdom

Position Sought: Spa Manager, Salon Manager, Assistant Manager, Treatment Manager / Spa Trainer

Personal Statement

As a highly experienced Beauty Therapy Lecturer with extensive industry experience I have taught all levels of Holistic and Beauty Therapies from level 1 to level 5. I have worked delivering HE within an FE environment for the previous 8 years during which time I have strived to maintain high standards which has resulted in high student satisfaction rates as recorded on the national student survey and a good percentage of students going on to achieve 1st class BA (Hons) in Business Administration.

Seeking to work in the UK

Employment History:

February 2014 - Present - Visiting Lecturer at (most recent employer hidden for confidentiality) Luton, UK - United Kingdom, (College)

Duties included:

Deliver seminars

Assess students coursework and examinations

Attend unit meetings

September 2004 - June 2013 - College Tutor at Barnfield College, Luton, UK - United Kingdom, (College)

Duties included:

- Designed course structure and produced documentation for validation purposes
- Designed, prepared and developed teaching materials
- Delivered lectures, seminars, workshops and tutorials
- Designed, prepared and developed assessment materials
- Assessed students' coursework; set and marked examinations
- Supported students through a pastoral/advisory role
- Undertook continuous professional development (CPD) and participated in staff training activities
- Undertook administrative tasks related to the department, such as student admissions, induction programs and maintained individual student records
- Established collaborative links with the University of Bedfordshire and outside with industrial, commercial and public organisations
- Attended Link Tutor meetings and exam boards
- Chaired Course Team meetings
- Undertook course reviews

- Had involvement in charity events and community events
- Provided course information during open evenings and open days
- Had involvement on interview panels and mentoring of new staff teaching on Foundation Degree program's

Products worked with:

Skin Truth

Dermalogica

Career Break - Training MSc

September 2001 - September 2004 - College Tutor at Enfield College, Enfield, UK - United Kingdom, (College)

Duties included:

- Designed course structure and produced documentation for validation purposes
- Designed, prepared and developed teaching materials
- Delivered lectures, seminars, workshops and tutorials
- Assessed students' coursework; set and marked examinations
- Supported students through a pastoral/advisory role
- Undertook continuous professional development (CPD) and participated in staff training activities
- Undertook administrative tasks related to the department, such as student admissions, induction programs and maintained individual student records
- Chaired Course Team meetings
- Undertook course reviews
- Had involvement in charity events and community events
- Provided course information during open evenings and open days

Products worked with:

Skin Truth

February 1998 - September 2001 - Salon Manager at Electrabronze, Watford, UK - United Kingdom, (High Street Salon)

Duties included:

- Maintained and constantly reviewed client service standards
- Ensured salon cleanliness and maintenance was in keeping with the company's general policy on services
- Ensured that small maintenance jobs were carried out and paid for from petty cash.
- Disciplined and guided all members of staff to create a happy working atmosphere for the benefit of both staff and clients
- Encouraged and motivated all staff to maximum potential, both technically and professionally for their individual benefit and future growth of the company
- Communicated to all staff levels; Company policies and procedures, Staff changes, Company's future plans
- Ensured smooth running of reception area in particular with overall responsibility for cash and paperwork procedures
- Advised clients of all products available for retail purchase, and set and monitored staff sales targets
- Liaised with the owner on ordering stock, including maintaining stock levels, and ensured that staff were aware of the guidelines on controlling and accounting for stock, ensuring that paperwork was completed accurately

Products worked with:

Espa

Jessica

February 1997 - February 1998 - Senior Therapist at Blanc Bleu, Abu Dhabi, UAE - United Arab Emirates, (Day Spa)

Duties included:

- Carried out treatments
- Deputised for the Manager in their absence
- Delegated day to day tasks to other beauty therapists as required
- Helped train all beauty therapists to provide consistently high standards of customer service by greeting and

- assisting customers and undertaking reception duties and beauty treatments as required
- Dealt with bookings and payments where necessary
- Monitored appointments and bookings and highlighted any problems or troughs in business to the Manager
- Promoted sales and promotions of products and services
- Attended monthly spa staff meetings as requested
- Ensured adherence to daily reconciliation of the till (cashing up) procedures and transfer of cash to the safe and advised the Manager of any shortfalls or issues.
- Provided a weekly stock report for the Manager

Products worked with:

Carrita

Jessica

May 1995 - February 1997 - Salon Manager at Counselling and Hypnotherapy Clinic Aligned With Natural Concepts, Watford, UK - United Kingdom, (High Street Salon)

Duties included:

- Maintained and constantly reviewed client service standards
- Ensured salon cleanliness and maintenance was in keeping with the company's general policy on services
- Ensured that small maintenance jobs were carried out and paid for from petty cash.
- Disciplined and guided all members of staff to create a happy working atmosphere for the benefit of both staff and clients
- Encouraged and motivated all staff to maximum potential, both technically and professionally for their individual benefit and future growth of the company
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- Advised clients of all products available for retail purchase, and set and monitored staff sales targets
- Liaised with the owner on ordering stock, including maintaining stock levels, and ensured that staff were aware of the guidelines on controlling and accounting for stock, ensuring that paperwork was completed accurately

Products worked with:

Decleor

December 1992 - February 1997 - Senior Therapist at L'Orchidee , Watford, UK - United Kingdom, (High Street Salon)

Duties included:

- Carried out treatments
- Delegated day to day tasks to other beauty therapists as required
- Helped train all beauty therapists to provide consistently high standards of customer service by greeting and assisting customers and undertaking reception duties and beauty treatments as required
- Dealt with bookings and payments where necessary
- Monitored appointments and bookings and highlighted any problems or troughs in business to the Manager
- Promoted sales and promotions of products and services
- Attended monthly spa staff meetings as requested
- Ensured adherence to daily reconciliation of the till (cashing up) procedures and transfer of cash to the safe and advised the Manager of any shortfalls or issues.
- Provided a weekly stock report for the Manager

Products worked with:

Decleor

Jessica

March 1990 - May 1995 - Beauty Therapist at English Rose , Nottinghamshire, UK - United Kingdom, (High Street Salon)

Duties included:

- Carried out treatments
- Dealt with bookings and payments where necessary
- Promoted sales and promotions of products and services
- Attended monthly spa staff meetings as requested
- Ensured adherence to daily reconciliation of the till (cashing up) procedures and transfer of cash to the safe and advised the Manager of any shortfalls or issues.

Products worked with:

Fancy Fingers

Natures Way

Education and Qualifications:

2014 North Herts College

Level 3

CIPD Foundation Certificate in Human Resource Practice

2013 University of Bedfordshire

Degree 2:1

Psychology Degree

2011 Tri-Dosha

FHT accredited

Ayurvedic Massage

2010 Barnfield College

VTCT (Vocational Training Charitable Trust) level 3

Hot Stone

2010 Inspire Massage

(FHT accredited)

Myofascial Tissue Release

2010 Inspire Massage

FHT accredited

Trigger Point Release

2006 ITM (International Training Massage School)

ITM (International Training Massage School)

Thai Massage

2004 University of Greenwich

Level 5

Certificate of Education

2004 Quantum Health School of Holistic Health

Quantum Health School of Holistic Health

Reiki 1&2

2003 Enfield College

City and Guilds Level 3

D32, 33 Assessors award

2003 Enfield College

City and Guilds Level 3

Aromatherapy

1999 White Rose School of Beauty and Complementary Therapies

White Rose School of Beauty and Complementary Therapies

Indian Head Massage

1996 Barnfield College

Reflexology

1994 Retford School of Beauty Therapy

ITEC (International Therapy Examination Council)

Electrolysis

1991 Clarendon College

CIBTAC

Beautician and Body Therapist

1988 Southwell Minster

GCSE English B

GCSE Drama B

GCSE Art and Design B

GCSE Biology C

GCSE CDT C

GCSE Geography C

GCSE Chemistry D

GCSE French D

Product Training:

July 2008 Caci

London

Face-up

April 2000 Jessica

Borehamwood

Manicure and pedicures

June 1999 Carita

Dubai

Facial treatments and products

Body treatments and products

June 1997 Face and Body Perfector

Buckinghamshire

Non surgical face lifts

Body sculpting

July 1996 Decleor

UK

Face and Body Therapies

March 1989 Fancy Fingers

Nottingham

Ultra-bond nail extensions

Vocational Qualifications

Currently undertaking MSc Psychology by Research

Hobbies and Interests

Teach Yoga

Enjoy Squash

CV created at www.spastaff.com

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