

# 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 Dhabia, 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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- 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
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- 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**

IIHHT (International Institute of Health and Holistic Therapies) Level 3

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](http://www.spastaff.com)

