

# Curriculum Vitae

**Female**

**D.O.B. 08 April 1971**

**Number of years working in industry:**

**18 years 0 months**



**Candidate ID Number:** 24090

**Nationality:** British

**Language Skills:**

Fluent: English

Good: Spanish

Basic: German

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

**Position Sought:** Spa Consultant, Spa Manager, Salon Manager, Spa Co-ordinator, Assistant Manager, Head Therapist, Treatment Manager / Spa Trainer, Senior Therapist, Beauty Therapist, Massage Therapist, Holistic Therapist, Complementary Practitioner, Complementary Therapist, College Tutor

## Personal Statement

I have worked as a Therapist and Trainer providing holistic and beauty therapies, and workshops/training courses since 1994 in the UK, Spain and Caribbean. Workplaces include my own practice with private clients and occasional work at Manchester Airport Cloud Nails, salons, day spas, spa hotels, gyms, a GP practice, community wellbeing projects with long term carers, the elderly and people with mental and physical health conditions, pamper parties (ages 5 upwards) and corporate events.

Additional experience has involved fundraising, coordination and delivery of grant-funded complementary therapy community projects for people in need, for which I have raised a total of £25k to date

Seeking to work in the UK and International Locations

## Employment History:

**January 2011 - Present - Salon Manager** at (most recent employer hidden for confidentiality) Manchester, UK - United Kingdom, (Home/Mobile)

### Duties included:

Therapy

Carrying out client consultations and feedback sessions

Maintaining confidentiality and dealing diplomatically with sensitive issues

Ensuring client care, comfort and safety at all times

Applying equal opportunities and demonstrating awareness of and sensitivity to diversity issues

Providing a range of holistic and beauty therapy treatments

Following health, safety and hygiene standards

Providing post-treatment and after care advice

Retail of holistic and beauty therapy products

Liaising with health and social care professionals

Completing and updating Health and Safety Risk Assessments

## Training

Design, delivery and evaluation of introductory therapy training courses

Organising courses - printing manuals, preparing products and equipment required, sending correspondence to students, finding models for students etc

Delivery of Beauty Guild Certified courses (Swedish Massage, Beauty Facials, Manicure, Pedicure, Indian Head Massage, Hot Stone Massage, Reiki, Holistic Facial Massage, Warm Waxing, Lash and Brow Treatments, Lash Perming, Hopi Ear Candling, Holistic Aromatherapy Massage)

Arranging catering and refreshments

Advertising and Promoting courses

Administration and Finance

Following client care procedures regarding bookings, completion of client records

Processing product and equipment orders

Sourcing products, consumables and equipment

Managing and monitoring stock levels - products, consumables, equipment and proforma paperwork e.g client records, aftercare advice

Liaising with sales representatives

Arranging venues and catering

Responding to queries via email and telephone

Managing appointment system

Scheduling the annual calendar for courses

Organising Pamper Parties - liaising with customers, arranging treatment schedule, recruitment of temporary therapists

Updating website - using Mr Site and Create

Controlling all aspects of finances, include cashing up, banking, invoice payments, monitoring and recording of expenditure and sales, budget control including managing grants for community projects

Creation of Fundraising strategy

Fundraising for community projects - total to date £25,000

Monitoring and Evaluation of community projects

Marketing

Creation and delivery of marketing strategy

Design of publicity and promotional items e.g flyers, business cards

Distribution of promotional material and news - post, email, social media sites including Facebook, Twitter, Pinterest, Hootsuite and Tweetdeck

Creation and maintenance of customer database for mail-outs

Writing and distributing newsletter - using Mail Chimp

Networking with relevant partner agencies

Liaising with local media

Writing editorial advertising features and press releases

Website promotion - online adverts

Website search engine optimisation

## **Products worked with:**

Elemis, Guinot, Gatineau

OPI, CND Shellac and Vinylux

**February 2008 - Present - Treatment Manager / Spa Trainer** at Inspire Therapy Training, Manchester, UK - United Kingdom, (College)

**Duties included:**

Training

Design, delivery and evaluation of introductory therapy training courses

Organising courses - printing manuals, preparing products and equipment required, sending correspondence to students, finding models for students etc

Delivery of Beauty Guild Certified courses (Swedish Massage, Beauty Facials, Manicure, Pedicure, Indian Head Massage, Hot Stone Massage, Reiki, Holistic Facial Massage, Warm Waxing, Lash and Brow Treatments, Lash Perming, Hopi Ear Candling, Holistic Aromatherapy Massage)

Arranging catering and refreshments

Advertising and Promoting courses

**March 2015 - Present - Beauty Therapist** at Macdonalds Hotel, Manchester, UK - United Kingdom, ( Hotel Spa)

**Duties included:**

Carrying out a full range of Holistic and Beauty Treatments within a very tightly timed schedule

General Housekeeping of the treatment rooms and guest "chill out" areas

This is temporary, casual work via a recruitment agency.

**Products worked with:**

Elemis

**November 2014 - September 2015 - Nail Technician** at Cloud Nails, Manchester Airport, (High Street Salon)

**Duties included:**

OPI Gel Polish and Regular Polish Manicures and Pedicures

Retail of OPI Nail Products

Reaching Sales Targets

End of Day Cashing Up

General Housekeeping

Airport Security Duties as this was an airside Nail Bar at Manchester airport

**Products worked with:**

OPI Gel Polish and Varnish

**Education and Qualifications:**

**2015 Various Colleges**

Diplomas and Level 3

Magnified Healing 1994

Reiki 1, 2 and Masters 1996 to 1998

VTCT Diploma in Aromatherapy 1999

VTCT Diploma in Reflexology 1999

VTCT Diploma in Indian Head Massage IIHHT 2000

Metamorphic technique 2000

Diploma in Corporate Stress 2001

Biosun Hopi Ear Candling 2001

No Hands Massage 2002

Reiki advanced practitioner 2002

Auricular Reflex 2002

VTCT Diploma in Baby Massage IIHHT 2002

Bach Flower Remedies 2003

Training the Trainer certificate level 3 - Open College Network 2003

Group Skills 2006

Holistic Facial Work 2007

Natural Face Lift Massage 2007

Body Wrap Treatments 2008

Ayurvedic Face and Body Treatments 2008:

Shirobhyanga - Head, Neck and Shoulder massage

Shirodhara - Third Eye Drip with Marma point Facial Massage

Udvartana - Exfoliation and Slimming Therapy

Mukhaghya - Ayurvedic Facial Massage

Abhyanga - Full Body Massage

Pinda Sweda - Herbal Bolus Massage

Padabhyanga - Foot and Leg Massage

Bamboo Massage 2007

Manicure & Nail Enhancements (acrylic and gel) certificate 2007

Pedicure certificate 2007

Hot Stone Therapy certificate 2007

Body Wraps 2008

Threading 2009

Warm Waxing 2009

Crystal Healing 2009

Eye Lash and Eyebrow Treatments 2010

Access the Bars 2012

Individual Eyelash Extensions 2012

Spray Tan 2013

Electrical Facial Treatments 2013

Certificate in Personal Coaching 2014

Clinical Weight Loss Coach Diploma 2014

Nutrition and Health Level 2 2014

Make Up Artistry 2014

General Security Awareness Training - for working in restricted areas of the Airport 2014 - valid until 27/10/2019

## **1989 Bredbury Comprehensive**

A Levels: German D, Sociology A, General Studies D, English Literature B

O Levels: Mathematics C, English Language A, English Literature B, Economics B, German A, Art B, RSA Typing Level 1, Biology A

## **Vocational Qualifications**

IT Skills: Word, Excel and Publisher, Emails, Internet, Social Media marketing, email newsletters

## **Hobbies and Interests**

Gardening, Crafting, Walking, Dancing

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

