

# Curriculum Vitae

**Female**

**D.O.B. 03 November 1991**

**Number of years working in industry:**

**14 years 5 months**



**Candidate ID Number:** 25327

**Nationality:** Lithuanian

**Language Skills:**

Fluent: English, Lithuanian

Basic: Russian

**Permitted to work in:** European Union, UK - United Kingdom

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

## Personal Statement

With 7 years experience in various roles within the Spa Industry, I have developed skills which are beneficial in terms of running successful business and providing highest customer service. Being an International Spa Management graduate, I have an in-depth knowledge and hands-on experience of the Spa Management, Networking, Team Work and Customer Satisfaction. My previous employment has given me solid sales, exceptional customer service and hospitality experience, as well as strong commercial, administration, team management, supervisory and financial skills.

My personal goal is to spread the word about importance of self care and wellbeing.

Employment Goals are to work my way up to Spa Director or Regional Manager position first and then keep my eyes open for future opportunities.

Seeking to work in the UK and Canada

## Employment History:

**January 2015 - Present - Administrator** at (most recent employer hidden for confidentiality) Kettering, Northants, UK - United Kingdom, (Product Company)

### Duties included:

Communicating with Suppliers/Buyers/ Clients

- Administration Duties
- Managing Stock, Purchase Orders and Projects.
- Managing Personnel's Files (Holidays, etc.)
- Providing exceptional Customer Service
- Reporting to MD.
- Arranging/Creating meetings/appointments.

### Products worked with:

I'm currently working in the Engineering Company.

**June 2014 - December 2014 - Operations Supervisor** at Aveda Institute, Holborn, London, UK - United Kingdom, (Hair Salon)

**Duties included:**

- To ensure that salon staff, hospitality, and salon stock are optimal.
- To promote business
- Meeting monthly targets
- Administration duties
- Cover spa columns when required

**Products worked with:**

Aveda products

**September 2013 - May 2014 - Spa Guest Service Assistant** at Sanctuary Spa, Covent Garden, London, UK - United Kingdom, (Day Spa)

**Duties included:**

- Acting upon customer complaints
- Administration Duties
- Communicating with clients
- Meeting Monthly Targets

**Products worked with:**

Sanctuary products.

**September 2013 - November 2013 - Beauty Therapist** at Elemis, Surrey, Whitechurch, UK - United Kingdom, (5 Star Hotel Spa)

**Duties included:**

- Perform Elemis treatments
- To ensure the quality of services
- Working in partnership with the trainers

**Products worked with:**

Elemis products.

**August 2013 - October 2013 - Spa Supervisor** at Arthur Razor, West London, UK - United Kingdom, (High Street Salon)

**Duties included:**

- Running Treatment room
- Managing stock and staff
- Administration tasks
- Meeting targets weekly

**Products worked with:**

Murad products.

**January 2011 - August 2013 - Head Therapist** at Spa @ The Dome, Buxton, Derbyshire, UK - United Kingdom, (Day Spa)

**Duties included:**

- Maintain an exceptional customer service
- Open/Close Procedures
- Administration Tasks
- Meeting monthly targets
- Performing Treatments

**Products worked with:**

Elemis, Dermalogica products.

**May 2012 - September 2012 - Beauty Therapist** at Puma Hotel Collections, Buxton, Derbyshire, UK - United Kingdom, (5 Star Hotel Spa)

**Duties included:**

- To maintain high standard of services
- To perform treatments
- To provide the highest customer service

**Products worked with:**

Decleor products.

**Education and Qualifications:**

**2013 University of Derby, Buxton Campus.**

BSc (Hons) International Spa Management ( Grade 2:1)

3 Year Course. Mixture of Academic and Practical approaches. During my time at university I had a pleasure to personally meet several highly important people of the Spa Industry such as Andrew Gibson, John Harrington, Noella Gabriel, Jane-Crebbin Bailey and Gerard McCartney.

Modules covered as follows:

- International Spa Concept
- Introduction to Research & Academic Skills
- Financial Decision Making/ Introduction to Finance
- Human Biological Sciences
- Specialist Massage Techniques
- Introduction to Human Resource Management
- Marketing
- Balanced Nutrition and Spa Cuisine
- Strategic Management
- Contemporary Issues
- Spa Treatments: Evolution and Innovation
- International Spa Design

**2010 Romuvos Gymnasium (High School)**

A levels:

English A,

Lithuanian: A-

History: B+

## Product Training:

**August  
2012**

**Decleor**

Puma Hotel Collections, Buxton, Derbyshire

Basic/Advance facials

Back Massage

**April 2012 Elemis**

University of Derby, Buxton, Derbyshire

Elemis Skin Specific Facials Sept 2011

Elemis Advanced Facials Sept 2011

(Except Pro-Intense Facial)

Elemis Deep Tissue Massage Sept 2011

Elemis AromaStone Therapy Sept 2011-April 2012

Elemis Nurturing Mother-to-Be Sept 2011-April 2012

Elemis Body Sculpting Colon Therapy Sept 2011-April 2012

**April 2011 Dermalogica**

University of Derby, Buxton, Derbyshire

Dermalogical Facial Training September 2010-April 2011

Swedish Massage September 2010-April 2011

## Hobbies and Interests

Interests and Hobbies:

- Healthy Nutrition (Vegetarian)
- Equine (Show Jumping Mostly),
- Cross Stitching,
- Reading (Historical Fiction)
- Sport (Running, Yoga, Meditation)

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

