

# **Curriculum Vitae**

**Female**

**D.O.B. 19 March 1982**

**Number of years working in industry: 12 years 11 months**

**Candidate ID Number:** 29954

**Nationality:** Romanian

**Language Skills:**

Fluent: English

Basic: Spanish, Italian

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

**Position Sought:** Assistant Manager, Head Therapist, Senior Therapist, Beauty Therapist, Massage Therapist

## **Personal Statement**

I am an enthusiastic person, good in working with others in a team, able to prioritise and organise my own work to make efficient use of my time, a good personal discipline, a flexible approach to work and enjoy change. I like to take initiative and help others to achieve their goals. I learn fast and I am a good listener.

The key aspects of my role in the spa is to maintain and develop high standards within the beauty department, to effectively develop a team of therapists to a consistent high standard and with the support of the beauty manager increase through beauty treatments and spa retail products.

Seeking to work in international locations and on cruise ships.

## **Employment History:**

**January 2017 - Present - Assistant Manager** at (most recent employer hidden for confidentiality) cardiff, UK - United Kingdom, (High Street Salon)

### **Duties included:**

- Developing operational standards with staff through training and appraisal;
- Developing sound recruitment techniques with management staff;
- General monitoring of departmental activities and standards;
- Monitoring all human resources issues;
- Departmental rota's;
- Monitoring stock and ordering.

Up selling front desk, treatments and spa retail products;

- Specific training and liaison within departments and a constant assessment of progress in accordance with the Spa Beauty Manager;
- Up-selling treatments and spa retail products;
- Delivering, co-ordinating and reviewing job specifics training within the beauty department;

### **Products worked with:**

Lycon hot and strip wax

**January 2017 - Present - Assistant Manager** at Simply Bare Ltd, cardiff, UK - United Kingdom, (High Street Salon)

### **Duties included:**

- Developing operational standards with staff through training and appraisal;
- Developing sound recruitment techniques with management staff;
- General monitoring of departmental activities and standards;
- Monitoring all human resources issues;
- Departmental rota`s;
- Monitoring stock and ordering.

Up selling front desk, treatments and spa retail products;

- Specific training and liaison within departments and a constant assessment of progress in accordance with the Spa Beauty Manager;
- Up-selling treatments and spa retail products;
- Delivering, co-ordinating and reviewing job specifics training within the beauty department;

#### **Products worked with:**

Lycon hot and strip wax

**January 2017 - Present - Assistant Manager** at Simply Bare Ltd, cardiff, UK - United Kingdom, (High Street Salon)

#### **Duties included:**

- Developing operational standards with staff through training and appraisal;
- Developing sound recruitment techniques with management staff;
- General monitoring of departmental activities and standards;
- Monitoring all human resources issues;
- Departmental rota`s;
- Monitoring stock and ordering.

Up selling front desk, treatments and spa retail products;

- Specific training and liaison within departments and a constant assessment of progress in accordance with the Spa Beauty Manager;
- Up-selling treatments and spa retail products;
- Delivering, co-ordinating and reviewing job specifics training within the beauty department;

#### **Products worked with:**

Lycon hot and strip wax

**March 2013 - December 2017 - Head Therapist** at Laguna health and spa, Cardiff, UK - United Kingdom, (5 Star Hotel Spa)

#### **Duties included:**

- Training new therapists;
- Weekly staff rota;
- Reception duties;
- Administration work;
- Taking bookings and payments;
- Customer care;
- Dealing with complaints;
- IT skills
- Communication skills

#### **Products worked with:**

Elemis, Espa, Dermalogica, Pevonia, OPI, Jessica.

#### **Education and Qualifications:**

**2018**

Reiki

**2016 Coleg Glan Hafren, Cardiff**

NVQ lvl 3, NVQ lvl 2

Beauty therapy

Spa therapy

Indian Head massage

Aromatherapy

Make up

Sale advisor

Swidish massage

Stone massage therapy

Facials

Manicure

Pedicure

Waxing

Eye enhancing treatments

Opi gelish

Jessica gelish

CND gellish

**2011 Coleg glan hafren cardiff**

NVQ level 3 Beauty Therapy

Course title - Beauty therapy - level 2, level 3

Location - Coleg Glan-Hafren Cardiff

Year - 2009-2011

Course - Elemis face therapy

Location - Bristol;

Year - 2013

Course - Elemis body therapy

Location - Bristol

Year - 2013

**2010 Coleg Glan Hafren**

NVQ LEVEL 2 BEAUTY THERAPY, NVQ LEVEL 3 SPA THERAPY

**2004 University of Pitesti**

Biology honour degree

**Product Training:**

**June 2013 Elemis, Dermalogica, jessica, opi**

Avanmouth Bristol

elemis face and body, jessica nails, opi nails

**Vocational Qualifications**

IT skills, excel, word, reception duties, focused on excellent customer care

## **Hobbies and Interests**

Reading, hiking, swimming, winter sports

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

