

# Curriculum Vitae

**Female**

**D.O.B. 07 September 1986**

**Number of years working in industry: 8 years 2 months**

**Candidate ID Number:** 30195

**Nationality:** British

**Language Skills:**

Fluent: English

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

**Position Sought:** Regional Senior Manager, Spa Manager, Salon Manager, Spa Co-ordinator, Assistant Manager

## Personal Statement

An ambitious and business minded individual with over six years of experience running a successful spa. I am methodical, professional, productive and have a keen eye for detail. I aim high and set out to achieve goals and succeed with a positive outlook on everything that I do or encounter.

I enjoy challenges and work well with others or as an individual. Leading by example setting a very high standard within the spa. I am a perfectionist, a hard worker and a loyal person.

My life goal is to own my own business.

Seeking to work in national locations.

## Employment History:

**September 2007 - November 2015 - Salon Manager** at (most recent employer hidden for confidentiality) West Bromwich, UK - United Kingdom, (High Street Salon)

### Duties included:

- Successfully running a busy health and beauty salon, supervising all staff and managing payroll. Main Key holder and in control of all cash handling duties.
- Administrative and reception duties to include: Making and receiving a high volume of calls, filing, data inputting using Microsoft packages, ordering of stock, product replenishment, revenue & sales, merchandising, mail sorting and general housekeeping.
- Maintaining and managing a busy diary, booking appointments and meetings.
- An ability to communicate with clients confidently, clearly and expressively.
- Scheduling appointments to meet customer needs and salon priorities. Resolving customer queries and questions.
- First point of contact meeting and greeting all clientele with outstanding customer service and interpersonal skills.
- Building lasting relationships with salon clients and suppliers.
- Professional and positive attitude towards the working environment.
- Organising promotion and marketing campaigns. The design of all promotional material. E.g. flyers, posters, price lists and website. Management of social media accounts and business website.
- Entrepreneurial mind-set and strong determination to succeed. Able to think laterally and create positive solutions.
- Reducing business costs and inefficiencies, driving turnover and profits.
- Analysing weekly and monthly sales figures.
- Working to the very best of my ability, with the hunger for progression. Perfecting my work I'm not happy with and delivering 110% in all that I do.
- Highly organised and motivated with the ability to work in a fast-paced environment.
- Ensuring high standards of hygiene and cleanliness and the best practice is followed in quality, safety and legality at all times.
- Staff recruitment, training, rota & disciplinary duties.
- Performing beauty and holistic treatments.
- Leading by example and getting involved in performing treatments if the spa is busy.
- Getting to know my staff and their needs.

- I am a perfectionist and ensure wherever I am working is clean, tidy and professional looking.

### Products worked with:

SiennaX, LW Tanning, Sudo, Elemis, Yinyang, Marzia De Servi, Repechage, Forest Floor, PHD Wax, Hotwax, Opi, Sinful, Callous Peel, Marvelash, Fiji Oils, Shellac, OpiGel Colour.

### Education and Qualifications:

#### 2008 Sandwell College

VTCT Level 2 in beauty specialist techniques VTCT Level 3 Diploma in health, safety, security and employment standards

Spa management, Beauty therapy, holistic therapy.

Waxing, manicure, pedicure, tinting, facials, massage, indian head massage, thai foot massage, reiki, auricular acupuncture, diamond dermabrasion facials and body treatments, thermotherapy, cryotherapy, micr-ocurrent facials, LED light therapy, ultrasound facials, ultrasonic cavitation body and face treatments, ear piercing, hydrotherm massage, tanning, spray tanning, makeup appclcation, hot stone massage. Nail Extensions, Opi Gelcolour. instructing exercise and fitness.

### Product Training:

#### June 2011 Ultrasonic Cavitation

In Salon

Ultrasonic cavitation body and face treatments

#### June 2010 Dermaco

In Salon

Microdermabrasion facials

LED light therapy facials

Cryotherapy

Thermotherapy

Ultrasound Facials

Microcurrent non surgical facials

#### February 2010 Yinyang Skincare course

In Salon

Yinyang Facials, Body wraps and scrubs

#### September 2009 Naturapeel

In Salon

Diamond-peel-dermabrasion facials and body treatments

#### January 2008 Studex

College

Ear Piercing

#### November 2007 Indian head massage

Complimentary Medical association

Indian head massage

#### June 2007 Auricular acupuncture

Complementary medical association

Accupuncture of the ear

**May 2007 Thai foot massage**

Complimentary Medical Association

Thai foot massage

**Hobbies and Interests**

I love being creative, making crafts, drawing and painting, having done wall murals and animal portraits for people. More recently I have been restoring furniture.

I love travelling and seeing as much of the world as I can, tasting different cuisines and new flavours and seeing how different cultures live. I also enjoy cooking & baking, trying to replicate the dishes I have tried from my travels.

Activities:

I'm a bit of an outdoors lover. Really enjoy being around nature and its surroundings. I often do challenges to raise money for charities. The toughest was the three UK peaks in 24 hours. Although really difficult it taught me that you can achieve things when you think it might actually be impossible. I now attempt things with a 'can do' attitude. I also enjoy walking, playing golf, adventure days, and going to the gym.

General Interests:

Spending time with family, friends and my two pets. I'm a massive animal lover and also volunteer when I can to my local animal sanctuary. Yoga and meditation, motorsports, antiques fayres, days out, picnics, holidays, food festivals, music festivals and just generally trying to spend my time doing something I love.

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

