

# **Curriculum Vitae**

**Female**

**D.O.B. 06 May 1974**

**Number of years working in industry: 18 years 7 months**

**Candidate ID Number:** 36259

**Nationality:** Filipino

**Language Skills:**

Good: English

Basic: Arabic

**Permitted to work in:** Philippines

**Position Sought:** Spa Consultant, Spa Manager, Salon Manager

## **Personal Statement**

I'M HARD WORKING AND HAVE PATIENCE TO TEACH EACH STAFF. I ALWAYS GIVE MY HAND TO HELP OTHERS FOR THE IMPROVEMENT AND MAKE THE PLACE BE BETTER

Seeking work in international locations.

## **Employment History:**

**November 2018 - Present - Spa Manager** at (most recent employer hidden for confidentiality) Vito Cruz, Philippines, (Day Spa)

### **Duties included:**

Responsible in day to day operation

### **Products worked with:**

Elemis

**July 2017 - October 2018 - Spa Manager** at Spa Thirty, Doha, Qatar, (Day Spa)

### **Duties included:**

liaise with Sales and Marketing Manager to develop the Dartmouth Spa's marketing strategy and ensure a consistent image is being portrayed

- Generate revenue by coaching staff on effective prospecting and lead development strategies
- Monitor employee productivity and optimize procedures to reduce costs
- Held monthly employee meetings to give information, take feedback and provide update training
- Supervise completion of financial paperwork and tracking reports

### **Products worked with:**

Thalgo, Good Well, Vie Collection, Cuccio , Essie

**March 2016 - September 2016 - Spa Manager** at Huma Island Resort & Spa, Palawan, Philippines, (5 Star Hotel Spa)

### **Duties included:**

- Response to customer inquiries or complaint
- Ensure that there is drive for business results by planning and implementing new revenue generating ideas, while keeping a tight control on expenses
- Responsible for the safety of the guest and staff in mind at all times and ensure safety related policies are being followed
- Recruit, interview and hire top talent
- Maintain equipment and notified management of needed repairs
- Evaluate and motivate therapist to maintain peak performance and customer satisfaction

**Products worked with:**

L'Occitane

**June 2015 - January 2016 - Spa Manager** at PINK ME UP, MANDALUYONG, Philippines, (Day Spa)

**Duties included:**

BUDGETING, STOCK HANDLING, SALES & MARKETING

**Products worked with:**

LOREAL

**February 2013 - February 2015 - Assistant Manager** at THE SPA, RIYADH , Saudi Arabia, (Day Spa)

**Duties included:**

HANDLING CASH, MONITORING MONTHLY SALES, BUDGETING

**Products worked with:**

GERMAINE DE CAPPUCCINE

**July 2011 - August 2012 - Assistant Manager** at LILYPOOND, DUBAI, UAE - United Arab Emirates, (Day Spa)

**Duties included:**

RESPONSIBLE IN DAY TO DAY OPERATIONS

HANDLING STAFF DUTY ROSTER

SALES & MARKETING

**Products worked with:**

ACADEMIE

**August 2010 - July 2011 - Spa Co-ordinator** at CONCORDE HOTEL, FUJAIRAH, UAE - United Arab Emirates, (5 Star Hotel Spa)

**Duties included:**

SPA IN CHARGE

RESPONSIBLE IN DAY TO DAY OPERATION

**Products worked with:**

ACADEMIE

**August 2005 - August 2010 - SUPERVISOR & CLUB ADMINISTRATOR** at AL RAHA BEACH HOTEL, ABU DHABI, UAE - United Arab Emirates, (5 Star Hotel Spa)

**Duties included:**

RESPONSIBLE IN SCHEDULING STAFF

HANDLING PROMOTIONS AND MEMBERSHIP

HANDLING KIDS CLUB

**Products worked with:**

SUNDARI

**Education and Qualifications:**

**2009 CLEOPATRA BEAUTY INSTITUTE**

CIDESCO

SPA MANAGEMENT

**1994 NATIONAL TEACHERS COLLEGE**

**Product Training:**

**August 2017**      **Thalgo**

**July 2013    GERMAINE DE CAPUCCINE - BODY WRAP**

RIYADH SAUDI ARABIA

FACIALS AND BODY WRAPPING

**Hobbies and Interests**

DANCING, READING

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

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