

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:

Collaborate 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 CAPPUCINE

July 2011 - August 2012 - Assistant Manager at LILYPOND, 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 **Thalgo**
2017

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

