

Curriculum Vitae

Female

D.O.B. 19 November 1982

Number of years working in industry:

21 years 11 months



Candidate ID Number: 37910

Nationality: Polish

Language Skills:

Fluent: polish

Good: English, German

Permitted to work in: European Union, Qatar

Position Sought: Regional Senior Manager, Spa Director, Spa Manager, Salon Manager, Assistant Manager, Hair Stylist

Personal Statement

An experienced Top Hair Stylist with over 18 years of experience , including cutting , coloring, styling and hair treatment. Adept in working with clients to achieve desired look and goals. Dedicated to remaining up to date with latest product and treatment offerings and technologies. Bringing forth a commitment to providing clients with the most pleasurable services. While working with high profile clients and celebrites in Hair salons (as the Top Hair Stylist and Manager) and with Royal Family as a Private Hair Stylist and Personal assistant . I learnt to always use discretion and confidentiality be respectful of their time, stay flrxible, provide top- tier service, anticipate their needs deliver value.

Seeking work in international locations

Employment History:

April 2021 - Present - Salon Manager & Hair Stylist at (most recent employer hidden for confidentiality) Munich, Qatar, (Home/Mobile)

Duties included:

Salon Manager and Top HairStylist

- * responsible for hiring and training staff
- * promoting high levels of customer service
- * advertising its services, and ordering and selling hair and cosmetic products
- * responsibility that all employees comply with occupational health and safety regulations
- * controlling tidiness of the premises
- * observance of hygiene practices across all workstations
- * monitoring stock levels and ordering supplies
- * keeping records of cash inflows and outflows
- * taking care of customer records
- * overseeing the schedules of appointments
- * supervising communication with clients
- * female, male hairdressing service

Products worked with:

Loreal, Wella

March 2020 - April 2021 - Personal Assistant at Private client, Posen, Poland, (High Street Store)

Duties included:

Personal Assistant

- * personal shopping for the principal
- * online shopping
- * basic book keeping and managing household bills
- * undertaking ad hoc personal errands
- * household purchases / returns and credit card / account reconciliations
- * assisting with event planning
- * supporting all administrative needs and correspondence * travel & diary management and reservations
- * using calendars and diaries to keep all activities and appointments
- * high level of attention to detail
- * ability to multitask and prioritize workloads
- * highly organized with excellent time management skills
- * ability to work under pressure
- * adaptability to juggle a range of different tasks and work extra hours to meet deadlines
- * discretion and an understanding of confidentiality issues

Products worked with:

Goldwell

December 2017 - March 2020 - Salon Manager at AlfaHair, Munich, Germany, (High Street Salon)

Duties included:

Salon Manager and HairStylist

- * cash handling and staff management
- * overseeing the schedules of appointments
- * supervising communication with clients
- * running marketing activities, including social media fan pages
- * checking the availability of resources equipment and rooms
- * helping the salon owner create important documents
- * setting goals for stylists
- * addressing client complaints
- * resolving issues between customers and staff members
- * monitoring conflicts between team members and intervening if necessary
- * reporting to the salon owner

- * patience, especially in dealing with customers
- * the ability to separate personal likes and dislikes from team management
- * female, male hairdressing service

Products worked with:

Alfapar

March 2015 - November 2017 - Personal Hair Stylist & Personal Assistant Royal Family at Hospitality Elegancia, Doha, Qatar, (5 Star Hotel Spa)

Duties included:

Executive Personal Assistant Royal Family /Private HairStylist

- * help in preparing the client for events
- * hair styling / dressing of the VIP clients
- * co-working with professional designers (e.g. Alexander McQueen, Hermes, Bvlgari, Tamara Ralph, etc.) in order to discuss all collections for the client
- * arranged for personal services such as haircuts, manicures and massages
- * maintaining stock in private things
- * shopping / new collection / laundry
- * discretion to manage confidential matters and sensitive information (right hand of VIP clients)
- * planning and supervising all personal travel arrangements including: air travel, ground transportation, and accommodations
- * travel with clients
- * assisting with packing and unpacking
- * taking care of VIPs outside the country
- * designing the dressing room
- * responsibility for creating catalogs and transferring whole collections, including jewellery to the ipad
- *taking care of jewelry
- * responsibility for stock taking
- * efficiently managed all important phone calls
- * maintained daily tasks list; Arranged meetings and appointments with individuals on a priority basis
- * preparing reports and documents
- * handling bill payments
- * took care of shipment
- * prepared presentations
- * scheduling and coordinating creative and educational activities weekly
- * organizing personal and professional calendars and supplied reminders of meetings and events
- * collaborating with key management personnel to assist in the arrangement of special events
- * proactively greeting all guests with special attention to VIP guests

Products worked with:

Macadamia

May 2011 - March 2015 - Salon Manager & Hairdresser at HaarCoccon, Munich, Germany, (High Street Salon)

Duties included:

Management and HairStylist

* managing salon operations including advertising

* administration

* managing stylists.

* managing daily tip payouts

* maintaining a very strong clientele as a hair stylist, makeup artist and esthetician while managing the salon

* managing and handling cash on a daily basis

* managing and leading a team associates and leverage responsibilities for team to meet and exceed sales goal.

* female, male hairdressing service

Products worked with:

purehair

wella

June 2010 - May 2011 - Hair Stylist at LaPrime, Nicosia, Cyprus, (5 Star Hotel Spa)

Duties included:

Hairstylist

* hair Styling

* haircut male/female)

* colouring

* colouring of eyebrows/eyelashes

* balayage

* highlights

* bleaching

* blow dry

* permanent keratin

* hair treatment

* extensions

* ensuring enough time is allocated for a customer's appointment to look after them

* offering customers the product or services that meet their precise needs

* booking customers in for appointments in the diary & also on the computer system

* making eye contact with customers and greet them with smile when they arrive;

* able to start and keep a light hearted conversation going with people I have just met.

Products worked with:

Wella

January 2004 - May 2010 - Salon Manager at LovelyLook, Sosnowiec, Poland, (Hair Salon)

Duties included:

Salon Manager and HairStylist

- * maintaining safety standards and cleanliness as required
- * maintaining solid relationship with salon vendors and distributors
- * training regarding product knowledge
- * managing the daily operations of the salon including payroll, inventory control, customer appointments and hair maintenance responsibilities
- * product inventory
- * responsibility for the schedule
- * ordering products
- * female, male hairdressing service

Products worked with:

Wella,

Education and Qualifications:

2024 Splender IQ

Diploma

Private Assistant / Manager

Specialist in Management and Organization

2024

First Aid

2005 Poland - Warsaw

certificate

Training People at Professional Hairdressing

2003 sussex downs college

certificate

Qualification awarded hairdresser

2002 The Hairdressing Academy in Warsaw Poland

certificate

Techniques of hairdressing services / Salon Manager/ Management

Additional qualifications

2003 Sussex Down Colage

English Course

2003 Hight school Katowice (Poland)

Hair Stylist Exam / diploma

Product Training:

May 2022 Haufe Akademie

Germany

Privacy Policy / Hygiene

February

2017 Spa

Poland

Laser therapy IPL

February

2014 Loreal Kerastase

Germany

- correct matching shampoo for scalp and hair
- correct matching hair mask and condicioner
- refommending product to the customers

Vocational Qualifications

First aid

Fire protection rules

Hobbies and Interests

My interests and hobbies are settled around practising fitness, caring about health, being up to date with all available fashion trends and food (both tasting and preparing), travelling.

CV created at www.spastaff.com

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