

# 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 remaning up to date with ltest 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 lernt 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 manage
- \* 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 Splendor IQ**

- Diploma
- Private Aaaistant / 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 theraphy IPL

**February 2014 Loreal Kerastase**

Germany

- correct matching shampoo for scalp and hair
- correct matching hair mask and conditioner
- recommending 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](http://www.spastaff.com)

