

# Curriculum Vitae

**Female**

**D.O.B. 20 June 1984**

**Number of years working in industry:**

**11 years 10 months**



**Candidate ID Number:** 39275

**Nationality:** British

**Language Skills:**

Fluent: English

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

**Position Sought:** Beauty Therapist, Massage Therapist, Retail Professional

## Personal Statement

I'm a hardworking individual with a motivating and welcoming presence I know how to make people look and feel good I work to the highest standard and will always go above and beyond for my team or clients.

my life goal at present is to live and work in another country exploring new people and cultures.

Seeking work in international locations

## Employment History:

**March 2014 - Present - Beauty Therapist** at (most recent employer hidden for confidentiality) London, UK - United Kingdom, (Day Spa)

### Duties included:

- Waxing
- Massage
- Manicures and pedicures
- Tanning
- Eyelash tinting and eyebrow dying
- Facials
- stock takes
- Handling cash
- managing rota's
- Retailing stock and treatments

**November 2015 - Present - Retail Professional** at 24 seven, London, UK - United Kingdom, (High Street Store)

### Duties included:

- welcoming and assisting customers
- Greeting customers who enter the shop.
- Be involved in stock control and management.
- Assisting shoppers to find the goods and products they are looking for.
- Being responsible for processing cash and card payments.
- Stocking shelves with merchandise.
- Answering queries from customers.
- Reporting discrepancies and problems to the supervisor.
- Giving advice and guidance on product selection to customers.

- Balancing cash registers with receipts.
- Dealing with customer refunds.
- Keeping the store tidy and clean, this includes hovering and mopping.
- Responsible dealing with customer complaints.
- Working within established guidelines, particularly with brands.
- Attaching price tags to merchandise on the shop floor.
- Responsible for security within the store and being on the look out for shoplifters and fraudulent credit cards etc.
- Receiving and storing the delivery of large amounts of stock
- Keeping up to date with special promotions and putting up displays.

### **Products worked with:**

Yves saint laurent, Lancôme, Armani, L'Oréal, victor&rolf, urban decay

**June 2010 - March 2014 - Clerical officer** at Moorfields eye hospital, London, UK - United Kingdom, (Hospital / Medical Clinic)

### **Duties included:**

- Clerical officer
- Moorefield's Eye Hospital London
- Answering the telephone in a polite manner.
- Ensure prompt referral of enquiries to the relevant person.
- Provide clear and effective information and communication.
- Demonstrate appropriate behaviour towards patients, relatives, visitors and to
- members of staff throughout the Trust.
- Open and sort incoming mail.
- Sort and log referral letters returned following scrutiny.
- Register the patients onto the PAS system checking carefully for the
- accuracy of all information and ensuring as far as possible all data fields are
- filled.
- contacting the GPs if required for missing information.
- Make appointments by telephone or by letter, and send out patient
- appointments being careful to follow clinic profiles and the priorities assigned
- by the clinical staff.
- Once case notes are located ensure all the patients' Health Records are
- appropriately tracked to the service using the electronic case note tracking system

### **Education and Qualifications:**

#### **2016 The training rooms**

ITEC

- Level 2 & 3 beauty therapy
- waxing
- facials
- eyelash/brow tinting
- manicure
- pedicure
- make up
- full body massage
- hot stone therapy massage
- aromatherapy massage
- indian head massage
- microdermabrasion
- threading
- gel polish application

#### **2008 Carton institute of beauty**

Diploma

- Beauty therapy level 2 diplomas
- eyelash tinting
- eyebrow tinting
- facials
- waxing
- Make up

- face painting
- Spray tanning
- eyelash perming
- manicure
- pedicure

## **2000 Woodside community school**

- Maths
- english
- science
- food tech
- georaphy

## **Product Training:**

### **March 2014 Dermatude**

Nouveau beauty group London

Electrical facial that penetrates through the dermis using a subjectable and an 18point needle pen

## **Vocational Qualifications**

First aid

## **Hobbies and Interests**

I love to socialise and meet people I'm so interested in people ,I love to read and listen to music

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

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