

# Curriculum Vitae

Female

**Number of years working in industry: 23 years 5 months**

**Candidate ID Number:** 43459

**Nationality:** Hungarian

**Language Skills:**

Fluent: English, Hungarian

Basic: Italian

**Permitted to work in:** European Union, UK - United Kingdom

**Position Sought:** Spa Consultant, Spa Manager, Salon Manager, Spa Co-ordinator, Treatment Manager / Spa Trainer, College Tutor

## Personal Statement

I am working as beauty therapy lecturer over several years now on. I have had experience in, office management, customer service, beauty therapy and beauty management, the past over 15 years. I been lecturing, tutoring, teaching and assessing Beauty Therapy and Nail Technician courses in London and in Hungary too. I have moved to London, 11 years ago. During this period I worked in beauty industry, and did lecturing in 3 private beauty academies.

I have done my PTTLS and A1 Assessor qualification in 2015 and I am in under progress to get my Internal Verifier (IV) qualifications in a few weeks, also willing to working towards to DTLLS qualification too. I did working with different award bodies as lecturing VTCT, CIBTAC, ITEC, NVQ , BABTAC level 2 and 3 beauty therapy also level 2 and advance level 3 nail technician qualifications.

I think I could to run really successful with your company and work like a perfect team member.

In Beauty management position I had administration experience. Worked as beauty therapist also long and high level of experience. I had a lot of work observations with costumer and client service in Hungary and in London as well.

I did show up my good communications skills, and industry in The London Beauty School & Make-up, East London Beauty Academy Perkins beauty academy, Cowshed Spa, Nail Addict Nail Salon, and Privato Hair Beauty and Fashion store.

My work duty was included being good enough for client expectations also good communications skills with people as a beauty Tutor Lecturer. I made several social evenings and charity events for London Beauty School & Make-up, Cowshed Spa.

Seeking work in international locations

## Employment History:

**October 2015 - Present - College Tutor** at (most recent employer hidden for confidentiality) London UK, UK - United Kingdom, (College)

### Duties included:

- Beauty Therapy Lecturer and Assessor
- VTCT 2-3 beauty lecturer, assessor
- Working together with other beauty lecturers
- Organising class, lesson plans, scheme of work
- Giving reports end of the day to School principal and head lecturer Assessing and giving feedback
- Marking exams
- Power point presentation
- Support learners and class in any situation
- Keeping contact with student via email or phone
- Organising salon and reception duties

**Products worked with:**

Elemis, Keraskiln, Cowshed, Gurlique, Dr. Hauska, Dermalogica, Murad, Environ, Eve Taylor, Skin Aid, Urban Retreat, Guinot, CACI, L'Oréal, Essie, OPI, Jessica, Orly, IBD, Perfect nails, NSI, gelish, sheelak, artistic, SiennaX, Fake Bake, ST tropay,

**May 2014 - April 2015 - College Tutor** at East London Beauty Academy, London UK, UK - United Kingdom, (College)

**Duties included:**

- NVQ2 -NVQ3 beauty therapy tutor
- VTCT short one day class beauty tutor, assessor VTCT and ITEC assessing and supervise exams Working together with beauty tutors
- Organising class, lesson plans, reports Assessing and giving feedback

Lashes Beauty and Hair Academy Beauty Assessor

- Shadowing, Tutoring Level NVQ2-3 manicure and pedicure VTCT exams
- Shadowing, Tutoring Level NVQ2-3 acrylic VTCT exam
- Giving feedback to the learners
- Set up class for lesson plan
- Shadowing Level NVQ2-3 facial training course
- Shadowing Level NVQ2-3 nail course
- Volunteer work practicing as a trainee beauty assessor
- Perkins Beauty Academy Beauty Assessor
- Shadowing, Organising and Managing Level NVQ2-3 Waxing training courses
- Shadowing, Organising and Managing Level NVQ2-3 Nails training courses
- Giving Feedback to the learners
- Marking students assignments
- Helping Head of Tutor to set up lesson plans

**January 2010 - January 2014 - Treatment Manager / Spa Trainer** at Privato Hair and Beauty, London UK, UK - United Kingdom, (High Street Salon)

**Duties included:**

Head of Beauty, Beauty and Nail Trainer Customer service

- Looking after a team of 5 and managing the store
- Managing salon service
- Organising team events and tracking sales targets.
- Marketing planning and creation of seasonal promotions
- Working with clients and customers
- Organising order and keeping touch with beauty companies
- CACI Training
- L'Oréal Facial and Body massage Training
- Sienna X Spray Tan Training
- Manicure and Special Pedicure Training
- Gel and Soak of Gel Training
- Special Event Evenings

**May 2008 - February 2010 - Senior Therapist** at Cowshed, London UK, UK - United Kingdom, (5 Star Hotel Spa)

**Duties included:**

Senior therapist, Head Receptionist

- General administrative support to the salon manager
- Responsible for the beauty department covering the front desk work
- Find the most optimal communication line to the final public.
- Keeping touch with customers and clients at all times.
- In Door Cowshed Manicure and Pedicure Training
- London Fashion Week
- In Door Cowshed Waxing Training
- In Door Cowshed Organic Facial Training

**January 2007 - May 2008 - Assistant Manager** at Nail Addict beauty and nail, London UK, UK - United Kingdom, (High Street Salon)

**Duties included:**

Shop assistant manager, Nail Technician Trainer

- Responsible for finance, stockholding, training promotions and performance management.
- Looking after a team of 7 and managing the salon
- Database maintenance: updating and circulating monthly statistics, arranging requirements for monthly meetings and trainings.
- Controlling of validation of documentation (Visa, Work permits, licensable treatment)
- Client profile: customer service, handing complaints.
- In door Manicure and Pedicure Training
- In door Nail Art Training

**February 2004 - January 2007 - Salon Manager** at Lost in Beauty Spa, Hungary, Hungary, (Day Spa)

**Duties included:**

- Responsible for the beauty department covering the front desk work
- Find the most optimal communication line to the final public.
- Keeping touch with customers and clients at all times.
- Manicure and Pedicure Training
- Acrylic and Gel Training
- Doing Social evenings and programs
- customer service, answering and transferring incoming calls
- Responsible for the beauty department covering the front desk work
- Find the most optimal communication line to the final public.
- Keeping touch with customers and clients at all times.
- Manicure and Pedicure Training

**January 2001 - April 2003 - Receptionist** at Education Nationwide Centre Head Office Receptionist and Administrator, Hungary, Hungary, (College)

**Duties included:**

- customer service, answering and transferring incoming calls
- Responsible for the office department covering the front desk work
- Working with tutors, trainers helping with their lesson plan
- Helping assessors how to give feedback to learners and students
- Organising meeting how to support learners
- Helping to different education centres how to run properly in education field
- Helping to the head office with all the administrative paper work
- Looking after all education centre in Hungary

**Education and Qualifications:**

**2015 Westminster Kingsway College Lash Beauty Academy**

Certificate

- VTCT IQA Certificate London
- VTCT NVQ QCF A1 Assessor Certificate London
- City and Guilds PTLLS Award in Education and Training course

**2009 Quantum P.F.E.B Education Centre,**

ITEC

Beauty Therapist ITEC,

NVQ 3 Nail Technician NVQ 3 2004

## Product Training:

### May 2017    nouva lashes, Eve Taylor, Kerastase, Essie

- Westminster Kingsway College London
- London Beauty scholl & make up
- Chinese cupping London Beauty scholl & make up London
- Lava shell massage London Beauty shcool & make up London
- Murad facial London Beauty school & make up London
- Individual eyelash extention nouva lashes London
- aroma therapy and facial treatment Eve Taylor London
- CACI Ultimate training education, by the trainers of CACI international London
- Keraskin Level 3 skin training by Kerastase L'Oréal Paris London
- Essie Artistic Gel manicure course London
- SiennaX Spray tan training course London
- E.F.E.B Education Centre, Beauty School Course Level NVQ 3 Hungary
- Ibd, O.P.I and Cristal Nails Ltd. Gel Colour gel and Acrylic Artist Master Course Level NVQ 3 Hungary
- Cristal Education Nail School : pedicure, manicure , gel and acrylic false nails Course Hungary
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## Vocational Qualifications

GCSE IT

## Hobbies and Interests

horse riding, yoga, meditation, swimming, activity, reading, photography, pottery painting, gardening, dog walking,

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

