

# Curriculum Vitae

**Female**

**D.O.B. 28 March 1991**

**Number of years working in industry:**

**10 years 1 month**



**Candidate ID Number:** 71803

**Nationality:** Jamaican

**Language Skills:**

Fluent: English

Basic: Spanish

**Permitted to work in:** Jamaica

**Position Sought:** Spa Co-ordinator, Assistant Manager, Massage Therapist, Holistic Therapist, College Tutor, Receptionist

## **Personal Statement**

I am a self motivated individual who understands that success comes through hardwork and dedication. I am always open to learning new skills that can add to my career goals and my overall professional development,

Seeking work in international locations

## **Employment History:**

**February 2021 - Present - Massage Therapist** at (most recent employer hidden for confidentiality) Port Antonio, Kingston, Ocho Rios, Jamaica, (Home/Mobile)

### **Duties included:**

My main duties includes;

- Assistant to the Owner/Manager
- Travel to client's residence, hotel or villa to provide massage services.
- Be punctual for appointments and adhere to company policies.
- Maintain client confidentiality.
- Perform other tasks as required.

**January 2022 - August 2022 - Spa Supervisor** at Mango Tango ltd, Montego Bay, Jamaica, (5 Star Hotel Spa)

### **Duties included:**

- Oversee the overall up keep and operation of the spa.
- Motivate staff
- Stock taking
- Ensure spa policies are being adhered to by staff.
- Conduct regular briefing.
- Liaise with other departments.
- Assist with interview process.
- Conduct orientation of new staff.
- Assist where necessary.

**October 2018 - January 2021 - Massage Therapist** at Melia braco village, Falmouth , Jamaica, (5 Star Hotel Spa)

**Duties included:**

- Provide effective spa services to clients.
- Assist with promotion and spa sales.
- Recommend products to clients.
- Maintain client confidentiality.
- Maintain cleanliness of treatment rooms and work area.

**Products worked with:**

Pevonia

Pretti Slippery

Starfish oils

**December 2015 - October 2018 - Receptionist** at melia braco village, falmouth, Jamaica, (5 Star Hotel Spa)

**Duties included:**

my duties included:

- greeting guest and recommending products and or services
- respond to guests enquiries or booking via email
- open and close spa
- conduct payment
- generate daily reports
- stock taking
- assist with coming up with ideas for promotions
- report maintenance issues

**Products worked with:**

- computer software: spabooker, opera
- credit card machine
- pevonia
- pretty slippery products
- starfish essential oils

**Education and Qualifications:**

**2017 Northern Central Academy**

Massage Therapy NVQ-J level 3 (diploma)

- swedish massage
- aromatherapy massage
- deep tissue massage
- on-site massage
- hot stone massage
- Warm bamboo massage
- Reflexology
- body treatment (wrap & exfoliation)
- Facial treatment

**2008 St. Mary High School**

CXC General 2008

- English A - ONE
- Office Administration - ONE
- Principles of Business - ONE
- Human and Social Biology - TWO
- Social Studies - TWO
- English Literature - TWO
- Spanish - THREE
- Mathematics - THREE

- Principles of Accounts - THREE

## **Product Training:**

### **May 2017 Pevonia**

pevonia trainer was sent to our location at melia braco village to conduct training.

- pevonia moor mud body wrap
- pevonia pineapple and papaya salt mousse
- pevonia waterlily aftersun body treatment
- pevonia facials {eastern scents aromatherapy facial, power repair facial, vitamin cocktail facial, oxygenating facial, anti imperfection facial, lumafirm lift and glow facial,
- lumafirm firming body treatment

## **Hobbies and Interests**

my hobbies include:

- reading
- hiking
- baking/cooking

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

