

# Curriculum Vitae

**Female**

**D.O.B. 28 March 1988**

**Number of years working in industry: 8 years 8 months**

**Candidate ID Number:** 74052

**Nationality:** British

**Language Skills:**

Fluent: English

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

**Position Sought:** Spa Manager, Salon Manager

## Personal Statement

I consider myself a very bubbly, friendly, approachable, outgoing, energetic, people person. I work well within a team and equally on my own. I have a real passion for helping and caring for people of all ages and needs. I'm extremely organised and enjoy working under pressure, I believe this helps me grow as a person. I respond well to deadlines and have a real "can do" attitude to every task that is asked of me. I have a real passion for training and development not just for myself but others around me. I maintain self-control and work as efficiently as possible.

Seeking work in national locations

## Employment History:

**June 2017 - Present - Spa Manager** at (most recent employer hidden for confidentiality) surrey, UK - United Kingdom, (5 Star Hotel Spa)

### Duties included:

- Providing and maintaining a safe, secure and hygiene environment for clients, team and guests
- Ensuring all Health and Safety, Risk assessments and CosHH folder are updated
- Ensure that all treatments are carried out to the highest standard and to brand standards
- Weekly Forecasting - getting the maximum business
- Setting monthly reviews and objective for each Therapist, team meetings
- Recruiting Spa Therapist and retaining the team
- Meeting and Greeting Clients/receptionist duties
- Driving revenue for both Treatment and Retail, promotes and offers
- Training Therapist's - in company standards and treatments.
- Train all the new Spa Managers - to company standards
- Stock control, ordering, stock takes
- Budget management also writing and delivering budgets.
- Meeting Sale Reps and 3rd parties, developing and building relationships
- Marketing within and out of the Spa/Hotel, creating eye catching displays
- Weekly Conference calls
- Membership sales
- Complaint handling
- Developing therapist's to achieve positions at management level
- Diary management
- Attending internal and external meeting within the company
- Rotas and payroll

## Education and Qualifications:

2020

## **newbury college**

### Certificate

- Diploma hot stone massage
- Indian head massage
- Jessica pedicure and manicure 2008/2010
- Decleor face treatment training 2008/2011
- Decleor body treatment training 2008/2011
- GELernation gel overlays by Jessica
- Bare minerals make up
- Diploma in reflexology
- Post graduate diploma cancer massage and cancer facials – Jennifer Young
- Elemis train the Trainer
- Level 2 swimming pool water testing
  
- Minx nail
- Fake bake spray tan
- Carita facial manual and electric facials
- ELEMIS face and body treatment training
- Elemis bio tech training
- Elemis trainer the trainer
- HD brows
- Espa body treatment training
- Espa face treatment training
- Emergency pool responder
- Level 3 emergency First aider
- Automated external defibrillation

### **Product Training:**

**February**      **elemis and jessica**  
**2020**

newbury college

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### **Vocational Qualifications**

- Emergency pool responder
- Level 3 emergency First aider
- Automated external defibrillation

### **Hobbies and Interests**

love to shop, and have a bucket list i what to want to complete

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

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