

# Curriculum Vitae

**Female**

**D.O.B. 29 July 1984**

**Number of years working in industry: 11 years 3 months**

**Candidate ID Number:** 76746

**Nationality:** Greek

**Language Skills:**

Fluent: English, Greek

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

**Position Sought:** Spa Co-ordinator, Assistant Manager, Receptionist

## Personal Statement

As an active job seeker I am looking for a long term position in a well-established and respected company where I will have the opportunity to succeed my goals. I want to further develop my skills and knowledge as a professional and be a valuable asset by achieving goals and make an excellent fit.

Seeking work in international locations

## Employment History:

**July 2018 - Present - Assistant Manager** at (most recent employer hidden for confidentiality) London, UK - United Kingdom, (Hair Salon)

### Duties included:

- Handle the day to day operations of the salon business
- Chatting with customers, learning their preferences and building good relationships
- Accounting and bookkeeping duties
- Oversee scheduling duties
- Interview, recruit and train staff members
- Create schedules for staff members and assign duties to them according to their specific talents and abilities
- Create marketing plans to sell the salon's services and retail products
- Set targets and provide rewards on achieving them
- Assist in calculating salaries and commissions for staff members and handling payroll activities
- Prepare weekly and monthly revenue reports
- Ensure highest standards of customer service
- Recommend seasonal promotions and discount packages
- Ensure on-time delivery of salon supplies and equipment
- CCTV management

### Products worked with:

- Redken
- Kerastase
- L'oreal
- Moroccan Oil
- Kms
- Shu Uemura
- Balmain
- Tangle Teezer

**June 2016 - June 2018 - Assistant Manager** at Saco Hair, London, UK - United Kingdom, (Hair Salon)

**Duties included:**

- Deal with general enquiries
- Ensure that all equipment is clean and in working order and arrange for repairs and serving as required
- Arrange promotional activities to increase the number of clients
- Control of stock levels and ensure security of all stock
- Carry out cashing up and manage the computer system for clients records
- Purchase order and maintain liaison with suppliers to ensure on-time delivery of the salon
- Monitoring appointments and reception area
- Ensure the smooth operation of the salon and management of staff
- Create and implement marketing plans to sell the salon's services and retail products

**Products worked with:**

- Saco
- Schwarzkopf
- Alfaparf
- Kevin Murphy

**October 2014 - June 2016 - Assistant Manager** at Rush Hair, London, UK - United Kingdom, (Hair Salon)

**Duties included:**

- Oversee staff education; Ensure customer satisfaction; Drive the creative direction of business
- Responsible for overseeing health and safety compliance; Create advanced training opportunities
- Supervising general maintenance staff; Maintaining the establishment and stocking products
- Opening and closing of the salon; Answering telephones and taking client bookings;
- Reading and replying to emails; Ordering supplies; Check stock of the retail products
- End of day cash up; General administrative support; Ensure the high level service

**Products worked with:**

- Redken
- Kerastase
- L'oreal
- Moroccan Oil
- Kms
- Shu Uemura
- Balmain
- Tangle Teezer

**Education and Qualifications:****2020 The American College of Thessaloniki**

Certificate

- New Skills Academy Present Online Level 2 Diploma in Human Resources
- New Skills Academy Present Online Level 3 Diploma in Admin and Secretarial
- Reed 2018 Online course in Customer Service
- Business School, Neapolis June 2004 - October 2004 PR, Sales Techniques, Marketing Management
- KEME Accounting Centre April 2003 - June 2003 Diploma: Accounting Main Studies: ERP Systems; Computerized Accounting
- The American College of Thessaloniki, Thessaloniki September 2002 - June 2003 Degree: Secretarial Studies, Anatolia School of Management Assistants Main Studies: General Office Tasks; Office Management; Business Correspondence; Communication Techniques

**Hobbies and Interests**

Designing handmade jewellerys

