

# Curriculum Vitae

**Female**

**D.O.B. 20 December 1995**

**Number of years working in industry: 9 years 4 months**

**Candidate ID Number:** 83039

**Nationality:** Lithuanian

**Language Skills:**

Fluent: English, Lithuanian

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

**Position Sought:** Massage Therapist, Receptionist

## Personal Statement

Having a friendly personality, strong customer service and experience in a leisure industry, has allowed me to engage with customers and employees easily. I enjoy helping people and providing support by using my communication skills to provide information or working together with the team to develop the best solution for a given task.

Being a determined individual and having a can-do attitude is key, as I believe any task given should be completed promptly and efficiently to the best of my ability. Furthermore, I have a strong work ethic and desire to succeed; this encourages to push myself into learning new skills and developing myself as an individual to becoming a greater asset to the company.

## Employment History:

**October 2017 - Present - Receptionist** at (most recent employer hidden for confidentiality) London, UK - United Kingdom, (Health Club)

### Duties included:

- Providing a high standard level of customer service and product knowledge for sale
- Possessing key responsibilities for booking customers onto classes, activities and birthday parties
- Responding to customer enquiries via the telephone in a friendly and timely manner
- Knowledge of company's main booking system (Legend Club Management System and Course Pro System)
- Working independently and when necessary reporting any customer issues to the duty manager
- Resolving customer queries in a professional and polite manner, whilst remaining calm when dealing with more challenging customers at hand
- Administrative duties including answering emails, sending out marketing material to promote upcoming events or product deals

**February 2019 - June 2019 - Massage Therapist** at Massage Therapist at N&N Joesph , South Kensington, UK - United Kingdom, (High Street Salon)

### Duties included:

- Catering different massage techniques towards the client's needs and comfortability
- Offering massage services such as; Swedish Massage, Relaxation Massage, Sports Massage and Couples Massage
- High energy, reliable and positive attitude
- If appropriate offers advice to clients about after care of the skin or muscle
- Passionate about learning new techniques and striving for new knowledge in the industry
- Gained client satisfaction through positive reviews and clients rebooking to have another treatment

**February 2016 - February 2017 - Retail Professional** at Primark, London, UK - United Kingdom, (Product Company)

**Duties included:**

- Efficiently using specialist retailing software during product transactions
- Trustworthy of handling a large sums of cash during opening shifts and cash-ups
- Good numerical skills with the ability to manually calculate costs without error
- Maintaining high standards of display and visual merchandising to ensure the store is well presented
- Fully aware of security issues concerning stock relation of shoplifting, leakages and theft

**Education and Qualifications:**

**2019 Maple 41 Station Road Harrow**

Diploma

Hot Wax Diploma

**2018 Beautec Beauty Academy Loughton**

YMCA Level 3 Diploma Certificate

Sports Massage Therapy

**2014 Ernest Bevin College**

Double Travel and Tourism (Grades A\*/A)

Media (B)

**2012 Chestnut Grove**

Eight GCSE's including Mathematics (C) and English (B)

**Vocational Qualifications**

Gymnastics Level 1

Reiki Level 1

**Hobbies and Interests**

My hobbies/interests are: cycling, swimming, reading, sports. I enjoy activities which are fun and healthy for the body. Having a nice spa day or even going out for a walk in nature.

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

