

# Curriculum Vitae

Female

D.O.B. 01 December 1977

Number of years working in industry:

14 years 0 months



**Candidate ID Number:** 89286

**Nationality:** Filipino

**Language Skills:**

Fluent: English, Filipino, Bahasa Melayu

Basic: Greek

**Permitted to work in:** Malaysia, Philippines

**Position Sought:** Spa Consultant, Spa Co-ordinator, Assistant Manager, Head Therapist, Treatment Manager / Spa Trainer, Senior Therapist, Massage Therapist, Holistic Therapist, Complementary Therapist

## Personal Statement

Seeking work in international locations

## Employment History:

**March 2024 - Present - Treatment Manager / Spa Trainer** at (most recent employer hidden for confidentiality)  
Kuala Lumpur, Malaysia, Malaysia, (5 Star Hotel Spa)

### Duties included:

Develop a schedule to assess training needs

Conduct employee surveys and interviews

Consult with other trainers, managers, and leadership

Track and compile collected data

Conceptualize training materials based on data and research

Communicate training needs and online resources

Create training strategies, initiatives, and materials

Contact and utilize outside vendors and resources for instructional technology

Test and review created materials

Maintain a database of all training materials

Instruct employee training and onboarding

Conduct training through new materials

Review employee performance and learning

Coordinate and monitor enrollment, schedules, costs, and equipment

### Products worked with:

n/a

**April 2016 - March 2025 - Physiotherapist/Spa Trainer/Spa Therapist** at ENERGY INSPIRED SDN BHD, Kuala Lumpur Malaysia, Malaysia, (Day Spa)

**Duties included:**

- Establishes positive, trusting rapport to clients
- Performs different spa services such as body treatments including massages, scrubs, wraps, manicure and pedicure
- Takes care of the working equipments and sample inventory products
- Manages client's file
- Responds to all client's queries, needs and wants
- Suggest on client's treatment based on their needs
- Upsell when appropriate
- Adhere the proper SOP on hygiene, health and safety precautions
- Attended trainings
- Conducts training to therapist

**Products worked with:**

Swissline Dermalab

**January 2012 - March 2016 - Assistant Manager** at Ellitoes Hand and Foot Care, Laoag City, Philippines, Philippines, (Day Spa)

**Duties included:**

- Assisted in the opening for the operations
- Check the inventory of the stocks
- Assist in the frontdesk
- Conduct trainings for the new spa therapist and OJT's
- Doing treatments for clients in case no enough staff for that day
- Assist for the marketing and making for the promotions each month
- Updates clients files and records
- Meeting with suppliers
- Conducts weekly staff meetings
- Doing closing for the operations

**Products worked with:**

n/a

**Education and Qualifications:**

**2020 Energy Academy Sdn Bhd, Kuala Lumpur, Malaysia**

Certificate in Anatomy and Physiology CIBTAC Certificate in Body Massage CIBTAC Certificate for Train-the-Trainer Urutan Malaysia (Traditional Malaysian Massage)

Urutan Malaysia - certified master trainer

**2000 Northwestern University**

Bachelor of Science in Physical Therapy

## **Product Training:**

**June 2025   Elemis**

Qi Forest Wellness and Spa

Marriot Resort Hotel and Spa

## **Vocational Qualifications**

Computer skills:

Internet

MS WORD

MS EXCEL

MS POWERPOINT

## **Hobbies and Interests**

Hiking

Trekking

Cycling

Reading

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

