

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

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