

Curriculum Vitae

Female

D.O.B. 07 March 1960

Number of years working in industry:

13 years 11 months



Candidate ID Number: 91870

Nationality: British, South African

Language Skills:

Fluent: English, Afrikaans

Permitted to work in: UK - United Kingdom, South Africa

Position Sought: Spa Co-ordinator, Assistant Manager, Nail Technician, Receptionist, Area Sales Representative

Personal Statement

I am a positive, enthusiastic person that can lead a team as well as work in a team. I enjoy bringing the best out of people by helping them to become goal achievers and to encourage them to be the best version of themselves. I am a loyal, honest and hardworking individual. Being self-employed most of my life I understand the importance of people, price, product and profit to run a successful business. I value quality customer service and professionalism in the workplace.

Seeking work in national and international locations

Employment History:

June 2007 - May 2021 - Spa Director at (most recent employer hidden for confidentiality) Roodepoort , South Africa, (Product Company)

Duties included:

I was a Co-owner of Angelic Nails (Pty) Ltd in South Africa for 14 years although I relocated to the UK in February 2011 I worked virtual for the company on a part time basis as well as going back to SA 2 - 3 times a year. My duties involved developing the brand, negotiating and liaising between company and suppliers. Training Distributors and Nail Technicians, assist with general duties in office using Pastel Accounting software for stock control, customer and supplier invoicing, bank reconciliation and running financial year end. Creating training manual, courses and lesson plans. Social Media marketing. We sold the business in May 2021.

January 2020 - January 2021 - Receptionist at Francesco Group, Cheltenham, UK - United Kingdom, (Hair Salon)

Duties included:

- Job share position managing front desk/reception - creating a warm welcoming environment supporting 5 full time-hair specialists & 2 apprentices
- Appointment management - confirming, cancelling & rescheduling appointments, taking payments & end of day cashing up & reconciliations
 - Liaising with clients over the phone & in-person, determining appropriate hairstylist or colour specialist
 - Distributing daily appointment schedules to all personnel
 - Daily report compilation - total sales, new customers, repeat clients, cancellations
- Nail Technician - Oct 2013 to Sept 2016
 - Rented space in the salon as a nail art technician
 - Generated own new client & repeat client base
 - Provided full function nail technician & nail art services

Education and Qualifications:

2022 Action Factory, Life Coaching * NLP Institute & Corporate Training Centre, South Africa
Certificate

Hypnotherapy

2022 Action Factory, Life Coaching * NLP Institute & Corporate Training Centre, South Africa
Certificate

Life Coaching and NLP Practitioner

2010 Abasunguli, Pretoria, South Africa
Certificate

Facilitator

2008 Angelic Nails, Roodepoort, South Africa
Certificate

Educator

1996 Bio Sculpture Head Office, Clocolaan, South Africa
Certificate

Educator

1995 Bio Sculpture, Colcolaan, South Africa
Certificate

Nail Technician

1988 South African Dept Of Manpower
Certificate - Apprenticeship Ladies Hairdressing

Hairdressing

1979 Aleit Institute of Beauty - Johannesburg, South Africa
Diploma

Beauty Therapy

1978 Voortrekker High School South Africa
Senior Certificate - Highest School Qualification

Afrikaans - Higher Grade - D

English - Second Language Higher Grade - E

Accountancy - Standard Grade - C

Typing - Standard Grade - E

Home Economics - Standard Grade - D

Needlework and Clothing - Standard Grade - E

Vocational Qualifications

Facilitators - Certificate

Bookkeeping - Certificate

Pastel Accounting - Certificate

Marketing Management - Certificate

Nail Competition Judge - Professional Beauty Exhibition, South Africa

Hobbies and Interests

I love being outdoor, hiking.

In my pastime, I enjoy reading on subjects like personal development, business, money, spiritual, relationships, health, NLP.

I like travelling local and to other countries.

CV created at www.spastaff.com

