

Curriculum Vitae

(YOUR NAME HERE)

Personal details:

Date of Birth: 16.01.1989
Nationality: British
Status: Single

Schools Attended:

Ludlow C of E School 2000 - 2005

Qualifications obtained:

GCSE Maths C
GCSE English C
GCSE Science C
GCSE Information Technology C and B
GCSE Art B
GCSE Dance D
City & Guilds NVQ Level 1 Hairdressing PASS
City & Guilds Level 1 Key Skills in Communication
City & Guilds Level 1 in Number

Colleges Attended:

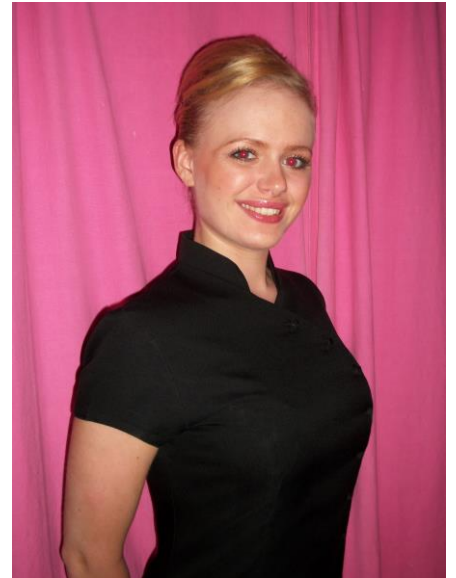
Herefordshire College of Technology 2005 - 2008

Qualifications obtained:

VTCT NVQ Level 2 Beauty Therapy
Separate Unit BT13 Nail Art
Separate Unit BT14 Ear Piercing
CAFLON Diploma in Ear Piercing
VTCT Level 2 Key Skills in Communication
VTCT Level 2 Key Skills in Number
VTCT NVQ Level 3 Beauty Therapy
VTCT Level 3 Key Skills in Communication
VTCT Level 3 Key Skills in Number
VTCT Level 3 Diploma in Anatomy and Physiology of the Body
VTCT Level 3 Diploma in Reflexology
VTCT Level 3 Diploma in Health Safety and Security
Women In Rural Enterprise (WIRE) Basic 2 day Business Course (Marketing and Finance)

Trained in the following Professional Products:

Jessica Manicure
Jessica Pedicure
Jessica Bodyography Make-up
Forze Gel Nails
Thalgo Facial Training
Thalgo Body Wrap Training
San Tropez Tanning
Fake Bake Tanning
Microdermabrasion
Agera Facial Training
Guinot Facial Training



Nora Bode Facial Training
Ospa London

Employment History

Born to be Beautiful Day Spa - London Senior spa and beauty therapist April 2006 – to date

Duties include:

- Carrying out the full range of spa and beauty treatments offered in the spa
- Building a loyal database of clients
- Recommending retail products for home use
- Assisting in the training of new members of staff
- Helping the spa manager with day to day duties of operations of the spa
- Management of 2 junior therapists

The Onboard Spa Company/Steiner Leisure Spa Therapists

Contracts as follows:

November 18th 2010 - April 26th 2011 (P&O Artemis)
Transition from Onboard Spa Company to Steiner commencing December 21st 2010

March 27th - September 17th 2010 (Fred Olsen Black Watch)

June 13th - December 2nd 2009 (Fred Olsen Black Watch)

Duties Included:

- Reception duties: Answering the telephone making appointments, taking messages, answering questions
- Stock Control
- Offering specific services e.g. Manicure, Pedicure, Waxing, Tinting, Full Body Massage, Poulitice Massage, Hot Stones Massage, Bamboo Massage, Reflexology, Body Wraps, Manual Facial Column, Oxyjet Facials, Hydradermie Facials and Liftosome Facials. Other services were offered on request.
- Retailing products, working to company targets.

The Hair and Beauty Lounge Beaut Therapist March 2007 – January 2009

Duties Included:

- Performing all level 2 and 3 Beauty Treatments, including Gel Nails, Body Wraps and Microdermabrasion
- Performing Reflexology
- Retailing products
- Dealing with clients ensuring they are comfortable and happy with their service
- Training new staff and delegating duties
- Managing the Beauty department

- Stock control and making product orders
- Dealing with money and using a computerised till
- Reception duties: Answering the telephone making appointments, taking messages, answering questions
- Holding individual consultations to thoroughly explain clinical treatment procedures which involve performing a patch prior to treatment
- Keeping the salon clean and tidy
- Laundry duties

Heat Wave Tanning & Beauty Spa
Beauty and Spa therapist
2006 - March 2007: Part Time

Duties Included:

- Performing all level 2 Beauty Treatments
- Retailing products
- Answering the telephone making appointments taking messages answering questions
- Dealing with clients ensuring they were comfortable and satisfied with the service
- Dealing with money
- Keeping the salon clean and tidy
- Laundry duties

Hobbies and Interests:

Horse Riding

Swimming

Yoga

Listening to music

Walking

Dancing