



Curriculum Vitae

Mrs Simona Mares

D.O.B. 15 June 1989

Number of years working in industry: 5 years 6 months

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Candidate ID Number: 36473

Nationality: Romanian

Language Skills:

Fluent: English

Good: Spanish

Permitted to work in: European Union

Position Sought: Spa Consultant, Spa Director, Spa Manager, Salon Manager, Spa Coordinator, Assistant Manager, Treatment Manager / Spa Trainer, Senior Therapist, Beauty Therapist, Skin Clinic Therapist

Personal Statement

I have many ideas in mind to revitalize the spa business I will work for. I have passion for this industry. It gives me much pleasure offering peace of mind to my guests, and furthermore, guidance as a manager.

I am a driven person, who aims being better than yesterday, and I receive a better reward when I know I can help the business and staff to thrive together.

I truly feel it is a perfect environment in which work and passion may merge.

Employment History:

August 2015 - Present - Salon Manager at Vintage Beauty Salon and Butik, Bucharest, Romania, (High Street Salon)

Duties included:

- Ensure the smooth operation of the Salon, monitoring of appointments, and reception area;
- To achieve income targets set for the Salon;
- To arrange promotional activities to increase the number of customers;
- Carry out cashing up, as required and manage the computer system for client records, cashing up and stock control;
- Exercise control of stock levels including inventories, prepare purchase orders, receive deliveries, issue stocks and organise materials;
- Perform eyelash extensions on clients and also offer training on eyelash technique.
- Perform professional make-up on clients

Products worked with:

- Juliette Armand
- Babor
- Academie
- Bruno Vassari

June 2014 - August 2015 - Beauty Therapist at Myoka Hilton Spa, Sliema, Malta, (5 Star Hotel Spa)

Duties included:

I have assisted the spa manager into all benefits of the spa:

- manage front desk operations;
- resolve all guests complaints;
- provide information and assistance to all guests/ staff members;
- perform opening/ closing procedures;
- assist in staff training and open communication in all issues related to guest satisfaction, safety, sanitation and spa profit;
- assist with marketing and advertising opportunities.

As spa therapist:

- Performed facial treatments using "Babor" and "Clarena" skin care lines;
- Delivered a variety of spa services (body treatments, massages, facials, waxing);
- performed microdermabrasion treatments, Cavitation, Ultrasound and Mesotherapy/ Needle Mesotherapy;
- Suggested and promoted retail products or additional services;

- Uphold hygiene standards and follow health and safety regulations;
- Acknowledged and responded to relevant customer queries, needs and expectations;

Products worked with:

- La Prairie
- Clarena
- Babor
- Decleor

August 2011 - December 2013 - Assistant Manager at Steiner, Royal Caribbean Cruise Line, (Cruise Ship)

Duties included:

As a spa therapist my responsibilities were to:

- Perform first class facial treatments, holistic therapy and detox programs;
- Engage and getting to know my guest by asking to complete a consultation form prior the treatment; book in guests for tailored services;
- Offer advice about how to take care for themselves at home, recommend retail products;
- Assess the needs of each guest individually and select the appropriate treatment for them;
- Maintain at all times the knowledge of and comply with company's policies and standards;
- Maintain inventory of all our professional/ retail products;

During the time I was Assistant Manager my accountability was to:

- manage front desk operations;
- resolve all guests complaints;
- provide information and assistance to all guests/ staff members;
- perform opening/ closing procedures;
- assist in staff training and open communication in all issues related to guest satisfaction, safety, sanitation and spa profit;
- assist with marketing and advertising opportunities.

Products worked with:

- Elemis;

- Bliss.

May 2010 - May 2011 - Beauty Therapist at Beauty Studio, Bucharest, Romania, (High Street Salon)

Duties included:

- different body and facial treatments, customized on the guest's needs;
- waxing, eyelash tinting and eyebrow dying
- engage with the guest prior the treatment by making them feel comfortable;
- educate every customer in skin care and recommend them a home care program;
- make appointments, maintaining client records and handling financial transactions;
- selling and providing advice on cosmetic and skin care products.

Products worked with:

- Babor;
- Guinot;
- Matis;
- Academie;
- Bruno Vassari;
- HolyLand.

Education and Qualifications:

2010 Bucharest/Romania; Sliema/Malta;/ London/U.K.

Degree in Beauty Therapy (2010) Diploma in ITEC level 4- spa and salon management

History:

- spa/salon manager (ITEC certificate)
- Spa therapist: ayurvedic/ lymphatic/ reflexology/ medical/ shiatsu massage
- Senior BeautyTherapist: mesotherapy/ microdermabrasion/ cavitation/ ultrasound/ IPL hair removal
- Assistant manager
- Make-up artist (2 certificates
- Eyelash extensions technician

2011 Hyperion

Diploma: I.T. Specialization

Product Training:

May 2016 Eyelash Extensions Certificate

Bucharest, Romania

by Ms. Corina Turcuman

I have learned how to perform single/2D/3D eyelash extensions, using the Russian influences.

**August
2015**

ITEC Level 4 - Spa and Salon Management Certificate

- Location: Malta, Sliema,
- Trainer: Ms. Leigh Solomon

- monitor and maintain spa area;
- sales management in the hair and beauty sector;
- salon management;
- contribute to the effective running of the business;
- Use PR in the spa industry;
- marketing the hair and beauty sector;
- manage the safety and security in the spa

**January
2014**

Professional Make-up Certificate

- Bucharest, Romania

how to conduct a professional make-up artist for different occasions: evening make-up/ evening make'up.

Also, I have learned all types of make-up.

May 2011 Steiner Training Academy

- London, U.K.
- Thai Herbal Poultice Massage
- Elemis Facial Treatment
- Elemis Bamboo/ Hot Stones/ Swedish Massage
- Elemis Body Sculpting Ionithermie/ Cellulite Therapy
- Elemis Aroma Spa Therapy

Vocational Qualifications

- Computer knowledge
- Excel knowledge

Hobbies and Interests

- jogging
- reading
- meditation outside
- swimming

CV created at www.spastaff.com

