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## Day Spa Manager Resume

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### Job Objective

Qualified Day Spa Manager seeking work with an existing company in which to put my skills and knowledge to good use.

### Highlights of Qualifications:

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- Exceptional experience in retail operations in massage industry
- Remarkable knowledge of retail store procedures
- Outstanding knowledge of beauty and cosmetic products
- Ability to multi task and prioritize work
- Ability to motivate staff members
- Good communication skills in both oral and written forms
- Excellent skills to communicate with clients
- Ability to maintain all deadlines
- Solid understanding of spa equipments.

### Professional Experience:

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Day Spa Manager  
PRO Sports Club, Boston, MA  
October 2008 – Present

- Administered every day activities for all spa services.
- Supervised efficient working of spa such as reservations.
- Maintained neat and clean area at all times.
- Coordinated with departments to hire and train staff.
- Evaluated working of all staff members.
- Participated in all departmental meetings and recommended improvements.
- Designed various variations in spa treatments.

Day Spa Assistant  
Hand Stone Massage Spa, Boston, MA  
August 2003 – September 2008

- Coordinated with Spa Manager and monitored all operations.
- Ensured compliance to all local health and safety regulations.
- Maintained records of store sales and payroll for employees.
- Assisted customers with all information and ensured optimal services.
- Participated in all promotional marketing activities.
- Monitored store inventory and placed purchase orders.

Day Spa Receptionist  
Herbalfairy & Beauty Inc., Boston, MA  
May 1998 – July 2003

- Greeted all customers pleasantly.
- Coordinated with guests and scheduled appointment with therapist.
- Ensured compliance to reporting system within timeframe.
- Maintained all billing procedures for facility.
- Assisted in reconciliation of all funds at desk.
- Monitored inventory and maintained record for it.

### Education:

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Bachelor's Degree in Hospitality  
Columbia Union College, Takoma Park, MD

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