

Marissa Lawrence

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CAREER OBJECTIVE:

To gain more entry level hairdressing experience, work towards my NVQ Level 2 Hairdressing and gain other hairdressing and beauty therapy qualifications. I am ambitious and willing to learn so that I can work my way to the top, and one day own my own salon.

RELEVANT EXPERIENCE:

January 2008 - Present

Cool Kutz Salon, Trainee Hairdresser (Full-time)

Hairdressing apprenticeship with weekly practical and theory lessons at Langton College

- Confident at hair washing, colour treatments, conditioning and blow drying
- Experience of styling, cuts, pre-bonded hair extensions and colouring on models, under supervision
- First point of call in this busy top London salon - this includes greeting customers, answering phones and scheduling appointments for celebrity clients
- General duties include making sure the salon is running smoothly, ensuring all towels are washed, and checking stock is replenished and the salon is tidy.
- Secured various product sales promotions with customers
- Assisted with tax returns and book-keeping

July 2006 - January 2008

Bobby's Salon and Day Spa, Hairdresser's Assistant (Part-time)

- Learning about and helping with the everyday upkeep of the salon, including answering the phone, making appointments, tidying, greeting customers, washing hair and making drinks. It is really important to recognise regulars, what their names are and how they like their tea/coffee.

July 2007 - January 2008

Newton Business Park, Receptionist (Part-time)

- Working on the main switchboard, answering and transferring calls and making appointments



EDUCATION AND QUALIFICATIONS

July 2009: D'al In-House Training

Covering many products, retail procedures and colours including general pre-colouring and colour correction.

January 2008 - Present: Langton College, Langton

NVQ Level 1, Hairdressing

NVQ Level 1, Beauty Therapy

2002-2007: Newton High, Langton

Five GCSEs A-C

SKILLS:

- **Good communicator with customer service skills:** Confident when chatting to customers and good at building relationships with clients
- **Team player:** Great at working with a team and taking advice from others
- **Multi-tasking:** Very organised and able to manage many tasks at the same time
- **Quick learner:** Always willing to learn new techniques
- **Dedicated:** Hard-working and committed to getting all jobs completed
- **Time Management:** Good with managing my time; this was shown when I balanced working at Bobby's Salon with working part time as a receptionist

PERSONAL INTERESTS:

- I have always loved hairdressing and I often style my friends' hair and also do their make-up, nails and waxing.
- I enjoy going to the cinema with friends and reading the latest trendy magazines to spot the newest celebrity hairstyles.
- I love fashion and customise a lot of my own clothes.
- I enjoy gymnastics and have competed as an acrobatic gymnast on a national and international level.

REFERENCES AVAILABLE UPON REQUEST

Jay Khan
13 Beverly Grove
East Jesmond
JS6 8ED
07384 355 347
jaykhan@khanonline.co.uk

Personal Statement:

I am a self employed plumber with over six years work experience, and qualifications in plumbing, heating and ventilation. I have also worked on domestic, commercial and industrial contracts for many companies.

Skills:

- **Communication**
 - An excellent communicator and confident when dealing with customers, guaranteeing jobs are fulfilled
 - Able to work individually and within a team
 - Honest and direct approach to work

- **Planning/organising**
 - Planning and coordinating projects, following detailed drawings
 - Management and experience of running a small independent plumbing business
 - Efficient management of materials

- **Time and Finance Management**
 - Accurate pricing of jobs and estimation of time to complete the job
 - Managing several projects and tasks for a variety of clients at the same time

Work Experience

April 2009 - Present, *Self-employed*

- Local mobile maintenance plumber for residential, retail and commercial premises, including emergency call outs at evenings and weekends
- Specialist in heating and ventilation consultation and installation
- Areas of expertise include small, bore copper and iron pipework and jointing such as soldering, brazing and threading

October 2008 - April 2009, *Various agencies (Sub-contracting)*

- Installation and maintenance of all types of pipework systems for housing association properties
- Fitting of new build plumbing systems and fault finding on building sites, including managing the site, assessment of the job and ordering of materials

September 2005 - September 2008, Trainee Plumber Apprenticeship, *Hot House LTD.*

- A three year apprenticeship, where I experienced all the roles of a plumber and also specialised as a commercial plumber in my chosen area of Heating and Ventilating in Industrial, Commercial and Domestic Installations

October 2003 – August 2005, *Khan & Co Plumbing*

- I worked in my uncle's plumbing company for two years, there I helped in many types of jobs and sites and made me interested in plumbing.

Education and Qualifications:

- NVQ Level 2 & 3 in Mechanical Engineering Services, Plumbing
- City and Guilds Certification of Energy Efficiency and Domestic Heating
- GCSE's: 5 grade A – C

Interests

I enjoy solving mind puzzles such as Sudoku and crosswords. I also like playing chess and Scrabble, as well as reading books about the World Wars. I have also started to teach myself French.

I enjoy Karate, and have a black belt. I like keeping fit by running in my spare time; at the moment I am training for a marathon.

Additional Information

Car owner with full, clean driving licence

References

John Robinson
(Managing Director Hot House Ltd)
17 Greenway Court
Hamdon
HA4 7FG
01285 382 229

Mr C. O'Neill
(Previous client)
27 Ashburton Road
Jesmond
NE3 8HS
01238 482 288

Name: Rita Mophelo
Qualifications: MSc, MA (Hons), FCMA
Position: Financial Director
Address: 22 Milton Way, Windsor, WH1 4DJ
Email: r.mophelo@fdirect.co.uk
Phone: 07854 247 447

Qualifications: Fellow of the Chartered Institute of Management Accountants
MSc Finance and Economics, Pass with Distinction
Economics MA (Hons), 1:1
Advanced Excel 2.0 (one day course)
A Levels: Maths (A), French (A), Economics (A)
O-Level: 10 grade (A-B) (current equivalent is GCSEs)

Professional profile:

A commercially experienced Finance Director, with an extensive track record of improving the growth, prosperity, profitability, accounting and performance of a variety of companies. Proficient at developing dynamic and co-operative relationships within a team, as well as board members and stakeholders, to implement a business strategy.

Financial Management experience:

July 2000 - Present, BDC Ltd, Finance Director

My responsibilities include: planning, directing, co-ordinating and evaluating all company financial strategies and annual statutory accounts, helping to ensure that the company's profits progressively grow. This involves continuous liaison with shareholders, auditors, bankers, brokers, lawyers and various other professional advisors, as well as board and senior executives, and managing a team of eight.

Achievements:

- Successfully analysing and coordinating the implementation of a major cost reduction programme generating annual savings of £3.1million
- Generating new customer relations, accounting for a £20million profit

March 1996 - July 2000, ABC Ltd, Financial Controller

I helped in the initial launch of the company and was responsible for establishing the accounting, IT, commercial functions and financial strategy. I reported to the MD and board directors, and continuously ensured that the company was equipped with the latest information and trends in business.

Achievements:

- Implemented innovative manufacturing techniques, saving £500,000 annually
- Developed product that increased customer base by 15%

October 1992 - March 1996, Freud & Freud Ltd, Divisional Finance Director

Responsibilities involved producing financial information and reports, implementing financial disciplines and controls, reporting to the divisional group MD.

Main achievement:

- Implemented a new financial strategy that was incorporated company-wide

January 1990 - October 1992, Jones, Casey and You Ltd, Group Financial Director

Responsible for all aspects of financial strategy and accounting for the group, as well as liaising with suppliers

Main achievement:

- Re-negotiating terms of contract with suppliers in order to maximise profitability, saving the company around £1 million

March 1975 - January 1990, L.D. and Co Textiles, Chief Accountant

I worked for L.D. and Co Textiles after completing university, and started as a trainee accountant. It was here, over a space of fifteen years, that I gained the vast majority of my experience and worked my way up to the role of Chief Accountant. Within this role I was responsible for a team of five, controlling and aiding the day-to-day accounting and financial planning.

Main achievement:

- Designed new accounting package to be used throughout departments

Personal details:

- Full, clean driving licence
- Member of MENSA
- Qualified Scuba Diving Instructor
- Parent Governor
- Active member of the P.T.A. and running for the position of Council Bursar in my local community elections
- Previously National Rubik's Cube champion two years running
- Keen skier and also enjoy yoga and Pilates

IT skills:

Fully confident across Microsoft and accounting software including Dynamics, as well as Sage, Pegasus, Sapphire and Quickbooks.

References available upon request

Vincent Carmichael

The Babilion Court

London

W45 7DD

Tel: 0204 546 472

E-mail: vcarmichael@caemichaelenterprise.co.uk

www.vcarmichaelenterprise.co.uk

Personal statement

It has been my goal from a very young age to be successful at what I do, and I have always had a strong entrepreneurial spirit. Thanks to my determination and dedication, I started on the road to achieving this when I was just 16 years old. From then on by developing networks, absorbing as much business knowledge as possible, maintaining focus and always keeping my eye on markets in general, I have rapidly expanded my enterprise across a range of business areas.

Achievements

- Founded own company at age 16, which was later sold for a substantial profit
- Established various successful online businesses within the sectors of media, agriculture and computing
- Expansion into emerging markets with cutting edge technology
- Board member and consultant to a range of charities
- Shares in a wide range of industries, continuously keeping ahead of developments
- Fluent in French, Arabic and Russian (written and spoken)

Professional experience (by sector)

Events and Hospitality

Le Barde (Part Owner, Managing Director)

Part owner and current managing director of La Barde, which has established itself as a prestigious venue for corporate events. By supplying extensive events planning services, we have held many highly successful conferences, awards ceremonies and formal dinners for those within the City of London.

Media and Advertising

PAd Consultancy (CEO)

Pioneering this mobile advertising consultancy, which advises commercial and consumer-based companies on how to maximise their brand and product awareness across hard to reach markets. This is currently being expanded into the more corporate markets, covering areas such as recruitment.

Agriculture

Bee and Co (Board Member)

Independently set up this successful honey-trading business after discovering an interest for beekeeping, and became a self-taught beekeeper. All honey is extracted locally and, after careful marketing of the products, local interest has grown and gradually expanded to a national level.

Transportation

BikerHaven (Owner)

Importing of European bikes into the UK market place. First business venture that saw the company expand into skateboards and rollerblades. It was eventually sold at a large profit several years after its launch.

Education

A-levels: Business Studies (C), Psychology (B)

O-levels: 6 grade A-C (current equivalent GCSEs)

Interests

I am a keen traveller and thrive from experiencing new cultures. In the past few months I have visited Poland, Ukraine and Bulgaria, with plans to visit the Maldives over the summer. I am also an experienced orienteer, and have plotted land and sea routes around the world; this is how I have developed competent foreign language skills.

Being adventurous, I have recently taken up motor racing and am competing in next year's European motor rally in Spain. I am also a keen golfer with a handicap of four.

I also own a part share in a racehorse, and regularly visit the national races. Unfortunately he has yet to win a race!

References

Available upon request