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## Assistant Spa Manager Resume

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### Job Objective

Dedicated Assistant Spa Manager looking for an opportunity to work for reputable company where my skills and experience will be of value.

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### Highlights of Qualifications:

- Experience in managing all operations of a spa therapy clinic
  - Exceptional knowledge of spa products and business principles
  - Wide knowledge of various treatments, therapies and services of a spa operation
  - Remarkable ability to motivate employees and ensure optimal level of work
  - Sound ability to supervise efficient working of others
  - Outstanding skills of various Microsoft applications and database programs
  - Skilled to resolve all customer issues
  - Ability to resolve customer and guest conflicts
  - Excellent customer and guest service skills
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### Professional Experience:

Assistant Spa Manager  
Harper Associates, Orrville, AL  
October 2008 – Present

- Coordinated with Spa manager and administered everyday activities for facility.
- Monitored all services provided and ensured compliance to all health and safety codes.
- Prepared records of store sales and costs as per store procedures.
- Ensured optimal levels of client satisfaction and resolution of all queries.
- Developed strategies to promote various spa activities.
- Hired employees for store, interviewed potential candidates and provided required training.
- Maintained store inventory and placed orders as required.
- Designed and promoted various strategies for store loss prevention.

Spa Coordinator  
Sothys Spa, Orrville, AL  
August 2003 – September 2008

- Greeted all guests and provided orientation tour of all spa facilities and services.
- Assisted guests with detailed descriptions of spa treatments and packages offered.
- Managed all treatment session and assisted in promoting services to guest.
- Monitored guest enquires and ensured resolution professionally.
- Ensured a neat and clean spa area at all times and checked locker facility on a regular basis.
- Maintained reservation logs and made and canceled all appointments as requested.

Spa Supervisor  
Omni Hotels, Orrville, AL  
May 1998 – July 2003

- Monitored work of spa employees and ensured treatment of all guest in a courteous manner.
  - Managed and resolved all guest conflicts effectively.
  - Maintained facilities and ensured a neat and clean area at all times.
  - Administered product inventory and placed purchase order as required.
  - Trained all technicians in various skills to ensured smooth running of spa.
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### Education:

Bachelor's Degree in Culinary Management  
Northeastern Illinois University, Chicago, IL

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