


# DWAYNE DE KOCK

 South Africa (Available to travel at own cost)

## PROFESSIONAL PROFILE

I am seeking for a position with opportunities to grow and develop my knowledge and skill set. I have experience within the hospitality industry working as a Beauty Therapist and Salon/Spa Manager as I enjoy interacting with and helping others. I love the outdoors and I am keen to see what the world has to offer. I am confident that my skillset will make me a great addition to any team. With my deckhand and steward training, I grew even more professional and confident in my abilities. I am excited to start my new career and wish to study further and work myself up. My dream job will be in any environment where I can work with people.

## ON SHORE WORK EXPERIENCE

### Assistant Salon Manager from June 2022 – CURRENTLY at Skin PhD Olympus Village

#### General Duties:

- Managing and overseeing of daily operations
- Checking staff in and out
- Answering of all queries, calls & bookings
- Client relations
- Handling all client complaints
- Assuring all shelves and products are kept neat
- Issuing out stock and ordering stock
- Stock take
- Stock controlling
- Opening & Closing of Salon
- Ensure all clients are happy
- Checking all treatment rooms and stations to assure it is clean and to standard
- Assuring that health and safety regulations are followed
- Requiring and hiring of new employees
- Head start system duties and training (Booking System)
- Organising employees shifts
- General HR duties, recruiting and staffing logistics, organizational and space planning, performance management and improvement systems, Organization development, regulatory compliance and reporting, employee orientation development and training
- Daily cash up and banking duties
- Helping with payroll, leave and filling.
- First point of business
- Providing solutions to all issues
- Social media and content creation
- Achieving service and sales targets
- Strategize with employees to make their targets and goals

#### Treatments:

- Nails (Acrylic Nails, Gel Nails, Manicures and Pedicures)
- PMU (Microblading, Microshading, Meso White Therapy)

Registered member of PCASA (Permanent Cosmetic Association of South Africa)

## SKILLS

- Computer Proficiency in: (Microsoft Office, Google Docs, GIMP, SAGE)
- Inventory Management
- Interior Detailing
- Emergency Drills
- COVID Procedures
- Headstart Systems
- Web Development (WordPress)
- Service, Laundry, Varnishing
- Social Media Proficiency
- Customer Service
- Communication
- Problem Solving
- Leadership
- Management
- General HR
- Administration

## HOBBIES

- Hiking
- Ice-Skating
- Photography
- Water Sports

## GENERAL INFORMATION

-  21/04/1999
-  +27727925613
-  dwaymeqii.dekock2@gmail.com
-  info@olistica.co.za
-  Pfizer Vaccine (2Jabs) & Booster
-  Excellent/ Non-Smoker
-  Visa (B1B2 Business/Personal)

## MARITIME QUALIFICATIONS

- STCW'10
- ENG 1
- Superyacht Steward Course
- Superyacht Deckhand Course
- SRC SAMSA Radio
- RYA Powerboat Level II
- RYA PWC Jet-Ski
- Food, Health & Safety Level II
- Introduction to Barista & Mixology

## QUALIFICATIONS

- International Massage Courses, (Swedish, Hot Stone Level 3, Manual Lymph Drainage, Remedial Sport, Aroma Therapy)
- Advanced International Facial Diploma
- Microneedling, Meso White Therapy, Hydra Fractional Mesotherapy
- Microshading, Microblading, Ombre Brow International PMU Certificate
- Waxing, Nails & Hair Stylist
- Lash Extension training through Go Girl and Unblemished beauty Academy
- Bloodborne Pathogens Certificate
- Social Media management and Marketing Certificate
- Basic management training at Skin PhD Head Offices.

## REFERENCES

- Jacobus Kotze  
Managing Director at  
Olistica  
+27792166945
- Bernadette Le Grange  
Managing Director  
SkinPhd Olympus  
+27796731163

## OFFSHORE WORK EXPERIENCE

### **M/Y (EVE) (26 M), Stew Deck, (15 January – 15 April 2022)**

as a Stew and a Deckhand where we were thought to do wash downs, varnishing, polishing, teak cleaning, line handling, cabin preparation, detailing, laundry, table setting, cleaning, and basic mixology, along with other maritime courses as listed above.

**22<sup>nd</sup> of April 2022 – 22<sup>nd</sup> of June**

I went to Europe where I had day work (land based) and worked throughout the Cannes Film Festival and the Monaco Grand Prix.  
Due to visa reasons I had to report back home.

## OTHER ON SHORE WORK EXPERIENCE

### **Beauty Therapist/Salon Manager from August 2018 - February 2022 at Olistica Health and Wellness**

#### **General Duties:**

- Managing of salon/spa
- Stock control
- Managing all staff and clients
- Handling social media
- Answering phone calls/emails
- Generating client lists
- Invoicing clients
- Drafting of all documents
- Welcoming the customers
- Advertisement
- Scheduling appointments
- Customer services
- Payroll
- Bookkeeping
- Housekeeping
- PPE, health, and safety and COVID protocols
- Training and Interviewing

#### **Treatments:**

- Hairdressing (hair colour, blow wave, up style, and normal styling)
- Nails (acrylic nails, gel nails, Manicures and pedicures)
- Massages (remedial sports, Swedish, manual lymph drainage, hot stone level 3, aroma therapy)
- General spa facials (luxury facials, beauty aesthetic practice, phototherapy, chemical peeling,
- Advanced facials (microneedling, light therapy, ultra-therapy, dermaplaning)
- PMU (microblading, micro shading, meso white therapy)