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| Maira Ferreira | |  |  | | --- | --- | | Middle Footscray VIC 3011 |  | | 0420 854 197 |  | | mairaferreira@hotmail.com |  | |

I am an all-rounder and confident individual with great energy to work in the areas of hospitality and housekeeping. With an eye for detail, I am committed to have to deliver the best results for my customer. I have strong interpersonal skills and can work independently with a set of instructions at hand and/or as part of a team. My aim is to enter the industry and contribute to my employer.

# Skills and Competences

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| --- | --- |
| * Reliable and punctual * Strong understanding of health and safety in the areas of housekeeping and hospitality * Positive attitude and willingness to learn | * High attention to detail * Improve ways of performing tasks * Exclusive dedication regardless of workspace * Strong customer service skills |

# Work Experience

### **Casual/ Hospitality and Housekeeping**

### May 2023 – present

* Proper cleaning of desks, benches, removing bins, sweeping and mopping with specific products as the priority is to maintain kids safety.
* Making beds, Tidying rooms, dusting the furniture, Cleaning and polishing toilets, taps, sinks, bathtubs and mirrors, Washing floors, removing stains, and vacuuming.
* Washing dishes and removing rubbish
* Cleaning all surfaces and equipment
* Following instructions from the cook and chef
* Making sandwiches and salads
* Organizing products in stock
* Cleaning equipment of the cafe area

## Administrative Assistant/- Events Brasil

## *Events Peak Body*

## January 2015 – January 2020

* Assist in general services, material control, organization of environments
* Carry out general cleaning work to maintain hygienic conditions and preserve the work environment
* Customer service and stock control.
* Support in the administrative sector with regard to the database and carry out
* administrative activities.

### **Education**

### May 2023 - CURRENT

## General English / English Melbourne

### 2010

## Bachelor in Tourism / Brazilian University

# Other Skills

## Languages: Portuguese (native speaker)/Spanish - basic understanding

# Availability

* Monday to Saturday