




Maira Ferreira

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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

- 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.

References available on request

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