

Maxine Curry

Housekeeping

AREAS OF EXPERTISE

Polishing metalwork

Spring cleaning

Washing walls

Deep cleaning

Babysitting

Polishing silver

PROFESSIONAL

French speaker

First Aider

PERSONAL SKILLS

Passionate

Forward thinking

Focused

Hard working

CONTACT

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*Driving license: Yes
Nationality: British*

PERSONAL SUMMARY

A hard working, calm, kind and discreet Housekeeper who is meticulous with wardrobe management and confident with delicate items, furnishings and couture pieces. Maxine will always ensure that the highest levels of cleaning is delivered at all times. She is a very sociable individual who can easily make friends and engage with people in conversation. As a true professional she can not only take the initiative but also follow the senior Housekeepers instructions right down to the letter. Right now she would like to join a reputable company that pays well and looks after its staff.

WORK EXPERIENCE

Company name – Location

HOUSEKEEPER Jun 2013 – Present

Responsible for performing a combination of tasks to maintain the premises in a clean and orderly manner.

Duties:

- Looking after delicate fabrics such as silk and wool etc.
- Ensuring that cleaning duties are carried out in accordance with a cleaning schedule.
- Reporting missing or damaged items to the housekeeping supervisors.
- Collecting soiled linen for laundering.
- Responding at all times in a friendly, helpful manner to guests and other colleagues.
- Cleaning rooms, hallways and restrooms.
- Carrying out duties with the minimum amount of instructions.
- Occasionally babysitting and looking after young children.
- Taking on extra responsibility like shopping and running errands.
- Changing bed sheets and washing dirty ones.
- Unpacking and storing all food deliveries.
- Ensuring that linen stocks are controlled.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Discreet and be willing to sign a confidentiality agreement.
- Willing to cross over and assist in other areas of hospitality as required.
- Experience of working in both domestic and commercial environments.
- Possess own transport and willing to travel long distances to work.
- Able to work on a self-employed basis.
- Effective team player who is able to work as part of a group.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Sales Management

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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