

AURELIA CARON

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Albay, Philippines

PROFILE

Reliable housekeeper bringing over ten years of experience working in private households. Proficient in operating cleaning equipments, handling chemicals and restocking supplies. Committed to providing clients with superior service and satisfaction.

WORK EXPERIENCE

Farm Worker (5/2015 - Present)

Self-Employed - Philippines

DUTIES AND RESPONSIBILITIES

- Handle daily farm operations including planting, fertilizing cultivating and harvesting of crops.
- Identify and control pests, weeds and diseases.
- Inspect crops and monitor their growth.
- Responsible for feeding and medicating of livestock.
- Operate and maintain farm equipment.

Housekeeper (2/2012 - 3/2015)

Cummins Family - Seoul, Korea

Housekeeper (2/2007 - 1/2012)

Park Family - Seoul, Korea

Housekeeper (2/2001 - 1/2006)

Han Soo Hyun Family - Seoul, Korea

DUTIES AND RESPONSIBILITIES

- Sweep, mop and polish floors.
- Make beds and change sheets.
- Dust furniture.
- Vacuum carpeting, area rugs, draperies and upholstered furniture.
- Clean, disinfect and polish kitchen and bathroom fixtures and appliances.
- Handle and report lost and found items.
- Provide basic information on facilities.
- Pick up debris and empty trash containers.

- Wash interior walls, windows and ceilings.
- Address customers complaints or concerns.
- Clean and disinfect elevators.
- Mend clothing and linens.
- Launder clothing and household linens.
- Distribute clean towels and toiletries.
- Clean changing rooms and showers.
- Disinfect operating rooms and other areas.
- Perform light housekeeping and cleaning duties.
- Prepare and cook delicious foods.

EDUCATION

Bicol University (6/1996 - 3/2000)

Legazpi City, Philippines

Bachelor of Communication Arts

SKILLS

- Client focus
- Excellent oral and written communication skills
- Attention to detail
- Punctuality
- Flexibility
- Team worker
- Working in a fast-paced environment
- Chemical handling and supply management