

AURELIA CARON

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PROFESSIONAL SUMMARY

A professional housekeeper with over 5 years experience in both domestic and commercial cleaning. I have a keen eye for detail and take pride in my work. Efficient, reliable and always go to the extra mile to ensure that my clients are happy with the service I provide.

SKILLS

- In-depth knowledge of housekeeping procedures and maintenance.
- Well-versed in the standard of hygiene and sanitation.
- Demonstrated ability to perform duties in a busy environment.
- Thorough understanding of different chemicals used in cleaning and associated safety precautions.
- Proficient in removing trash, dirty linen and other items from rooms.
- Excellent organizational skills such as time management, setting goals and priorities, attention to detail, team worker, physical organization, communication, planning, decision-making, multi-tasking, customer-service, punctual and follow instructions.

WORK HISTORY

Self-Employed Farmer-Family-Owned Farm - Albay, Philippines

May 2015 to Present

Picked veggies by hand. Sorted and packaged produce. Carried out physical work like weeding, pruning, grading, suckering, deleafing, thinning, irrigating, fertilizing and other farm upkeep duties. Cleaned work area.

Sorted, marked and handled animals. Maintained or aided in cleaning livestock and poultry pens. Contributed to breeding efforts. Fed animals, monitored animal health and assisted in giving medications.

Sorted, weighed and packed fruit and vegetables at the farm. Loaded, unloaded and transferred farm produce for transport.

Housekeeper

Cummins Family - February 2012 to March 2015 - Seoul, Korea

Park Family - February 2007 to January 2012 – Seoul, Korea

DUTIES AND RESPONSIBILITIES

Dusted ceilings, light fixtures, picture frames, tables, countertops, chairs and loose furniture. Spot cleaned doors and frames. Carried out deep cleaning and detailed cleaning tasks.

Vacuumed, swept and mopped all types of flooring. Vacuumed enclosed spaces and other hidden areas. All carpeted areas should be vacuumed and spot cleaned as needed. Steam-cleaning upholstery.

Washed and dried windows and interior walls. Used color-coded microfiber cloths in drying toilets, sinks, walls, mirrors and kitchen fixtures to prevent contamination and spread of germs.

Distributed clean towels and toiletries, stocked linen closet, disinfected and polished kitchen and bathroom. Stocked and maintained supply room.

Scrubbed and sanitized bathrooms, sinks, toilets, showers, all kitchen fixtures and appliances.

Make beds and changed sheets, replaced used towels and linen. Restocked bathroom supplies.

Emptied trash containers, replaced liners and put garbage into proper receptacles. Disposed trash in an environment-friendly manner. Taken good care and of pets.

Reported any breakages that occur during the cleaning process and repairs that needs to be done.

Removed stains, grease, mineral deposits and soap scum from various surfaces. Laundered and replaced used towels and linen. Cleaned, stocked and supplied designated facility areas.

Responded to homeowner's inquiries and complaints in a professional manner. Handled and reported lost and found items. Notified management of deficiencies or repairs required.

Cleaned rooms and bathrooms with prescribed equipment and required standard. Collected food trays from rooms and return to the kitchen. Cleaned spills and messes. Prepared healthy meals.

Maintained cleaning equipment operable. Cleaned vacuum regularly by emptying the canister to improve suction while cleaning the brushes and bristles will help them sweep up every crumb on the carpet.

ACHIEVEMENTS

- Protected cleaning equipment and make sure there are no inadequacies.
- Reduced cleaning supplies cost \$300 per month by suggesting more economical alternatives.

EDUCATION

Bachelor of Communication Arts - Bicol University, Legazpi City - Philippines

