**Resume All Rounder (Hospitality)**

**Nome completo**

Número do celular

teuemail@hotmail.com

Seu endereço

**Professional Summary**

Breve resumo destacando suas principais habilidades, experiência e objetivos de trabalho. Ex:

Customer-focused wait staff with experience in providing excellent table service in fast-paced hospitality environments. Skilled in taking orders, serving food and beverages, and handling payments efficiently. Dedicated to ensuring a positive dining experience through attentive service and clear communication.

**Professional Experience**

**Frans Café -** São Paulo, Brazil***– Apr 2015 – Jan 2016***

**All rounder**

- Running coffees to the tables

- Running food and drinks to the tables when necessary

- Assisting the floor staff

- Taking dishes and glasses away from tables

- Washing the dishes

- Cleaning and setting up the tables according to the cafe standards

**Café Dois *-*** São Paulo, Brazil***– Jan 2015 – Apr 2015***

**All rounder**

- Washing the dishes

- Organising and mopping the kitchen

- Helping in the till when necessary

- Running food and drinks to the tables

- Presenting menus and taking guests to their tables

**Education and courses**

RSA – TCP training – *August 2016*

General English Course, Intermediate Level, ELS College - Sydney, Australia – *July 2016 to present*

Graduate on Foreign Trade, UNIP Paulista – São Paulo, Brazil – *Jan 2014 to June 2016*

**Skills**

Language: Portuguese – Native / English – Intermediate

Computer skills: Office, Xero

Work well under pressure, team worker, multi task

**Availability**

Weekdays: before 4pm

Weekend: Full time

**Reference**

Beatrice Lopes – [info@hotmail.com](mailto:info@hotmail.com)

**Resume Cleaner**

**Nome completo**

Número do celular

teuemail@hotmail.com

Seu endereço

**Professional Summary**

Breve resumo destacando suas principais habilidades, experiência e objetivos de trabalho. Ex:

Reliable and detail-oriented cleaner with experience in maintaining high standards of cleanliness in residential, commercial, and hospitality settings. Skilled in using cleaning equipment, handling chemicals safely, and following schedules efficiently. Committed to creating hygienic and well-organized environments.

**Professional Experience**

**Martin Hotel** – Sao Paulo *–* ***Apr 2015 – Jan 2016***

**Cleaner**

- Making beds and tidying up rooms

- Vacuuming

- Cleaning and polishing toilets, taps, sinks, bathtubs and mirrors

- Mopping floors and removing stains

**House cleaner** - São Paulo - Brazil *–* ***Jan 2015 – Apr 2015***

**Cleaner**

- Sweeping and vacuuming

- Mopping and polishing floors

- Cleaning windows and mirrors

**Education and courses**

General English Course, Intermediate Level, ELS College - Sydney, Australia – *July 2016 to present*

Graduate on Foreign Trade, UNIP Paulista – São Paulo, Brazil – *Jan 2014 to June 2016*

**Skills**

Language: Portuguese – Native / English – Intermediate

Computer skills: Office, Xero

Work well under pressure, team worker, multi task, eye for details

**Availability**

Weekdays: before 4pm

Weekend: Full time

**Reference**

Beatrice Lopes – [info@hotmail.com](mailto:info@hotmail.com)

**Resume Function Bar Wait Staff (Hospitality)**

**Nome completo**

Número do celular

teuemail@hotmail.com

Seu endereço

**Professional Summary**

Breve resumo destacando suas principais habilidades, experiência e objetivos de trabalho. Ex:

Experienced function bar wait staff skilled in serving beverages and cocktails at events, including weddings, corporate functions, and private parties. Proficient in bartending, order-taking, and providing attentive table service. Adept at working under pressure while ensuring a seamless guest experience and maintaining a friendly, professional demeanor.

**Professional Experience**

**Martin Hotel** – São Paulo, Brazil *–* ***Apr 2015 – Jan 2016***

**Waitress**

- Prepare and serve beverages at events, ensuring quality presentation.

- Deliver excellent customer service by addressing guest needs promptly.

- Maintain cleanliness and organization of the bar, including washing glassware.

- Collaborate with event staff for smooth service and positive guest experiences.

**Field Day -** São Paulo, Brazil***– Jan 2015 – Apr 2015***

**Bar Staff**

- Serving customers and taking payments

- Taking orders and pouring drinks from bottles or cans

- General cleaning of the bar

**Education and courses**

RSA Course *– TCP Training – September 2016*

General English Course, Intermediate Level, ELS College - Sydney, Australia – *July 2016 to present*

Graduate on Foreign Trade, UNIP Paulista – São Paulo, Brazil – *Jan 2014 to June 2016*

**Skills**

Language: Portuguese – Native / English – Intermediate

Computer skills: Office, Xero

Work well under pressure, team worker, multi task

**Availability**

Weekdays: before 4pm

Weekend: Full time

**Reference**

Beatrice Lopes – [info@hotmail.com](mailto:info@hotmail.com)

**Resume Housekeeper**

**Nome completo**

Número do celular

teuemail@hotmail.com

Seu endereço

**Professional Summary**

Breve resumo destacando suas principais habilidades, experiência e objetivos de trabalho. Ex:

Reliable housekeeper with [X] years of experience in hospitality, skilled in room cleaning, laundry operations, and maintaining high cleanliness standards. Efficient in time management and working in fast-paced environments. Knowledgeable in using cleaning equipment and chemicals, with a strong focus on safety protocols. Attention to detail, teamwork, and ensuring guest satisfaction.

**Professional Experience**

**Housekeeper**

[Hotel/Resort Name], [City, Country] — [Start Date] to [End Date or Present]

* Cleaned and prepared guest rooms, ensuring high standards of cleanliness and presentation.
* Managed daily linen and towel replacement, and ensured timely supply restocking.
* Coordinated with the front desk to update room statuses and handle special guest requests.
* Identified maintenance issues and promptly reported them to the engineering department.
* Maintained common areas (hallways, lobbies, and dining areas) in excellent condition.
* Consistently received positive feedback from guests and supervisors for excellent service.

**Cleaner (Optional)**[Company/Hotel Name], [City, Country] — [Start Date] to [End Date]

* Performed deep cleaning and disinfection in compliance with health and safety regulations.
* Operated cleaning equipment such as vacuums and floor polishers efficiently.
* Worked collaboratively with the housekeeping team to meet hotel occupancy demands.

**Education and courses**

General English Course, Intermediate Level, ELS College - Sydney, Australia – *July 2016 to present*

Graduate on Foreign Trade, UNIP Paulista – São Paulo, Brazil – *Jan 2014 to June 2016*

**Skills**

Language: Portuguese – Native / English – Intermediate

Work well under pressure, team worker, multi task, eye for details

**Availability**

Weekdays: before 4pm

Weekend: Full time

**Reference**

Beatrice Lopes – [info@hotmail.com](mailto:info@hotmail.com)

**Resume Kitchen Hand and Dish Washer**

**Nome completo**

Número do celular

teuemail@hotmail.com

Seu endereço

**Professional Summary**

Breve resumo destacando suas principais habilidades, experiência e objetivos de trabalho. Ex:

Hardworking kitchen hand and dishwasher with experience in fast-paced hospitality environments. Skilled in maintaining cleanliness, washing dishes, and assisting with food preparation. Able to follow hygiene standards and support kitchen operations efficiently to ensure smooth service.

**Professional Experience**

**Martin Restaurant** – Sao Paulo, Brazil *–* ***Apr 2015 – Jan 2016***

**Kitchen Hand**

- Cutting vegetables, onions and small food preparation

- Keeping the kitchen tidy and organized

- Assisting other staffs when necessary

- Cleaning stations and floor

**Marley Pub** - São Paulo, Brazil *–* ***Jan 2015 – Apr 2015***

**Dish washer**

- Washing the dishes

- Keeping the stations clean

- General cleaning

**Education and courses**

General English Course, Intermediate Level, ELS College - Sydney, Australia – *July 2016 to present*

Graduate on Foreign Trade, UNIP Paulista – São Paulo, Brazil – *Jan 2014 to June 2016*

**Skills**

Language: Portuguese – Native / English – Intermediate

Computer skills: Office, Xero

Work well under pressure, team worker, multi task

**Availability**

Weekdays: before 4pm

Weekend: Full time

**Reference**

Beatrice Lopes – [info@hotmail.com](mailto:info@hotmail.com)

**Resume Labourer**

**Nome completo**

Número do celular

teuemail@hotmail.com

Seu endereço

**Professional Summary**

Breve resumo destacando suas principais habilidades, experiência e objetivos de trabalho. Ex:

Reliable and physically fit labourer with experience in construction, landscaping, and general site work. Skilled in using tools, handling materials, and following safety procedures. Adept at working in team environments and completing tasks efficiently under deadlines.

**Professional Experience**

**CP Construction**- Sydney *–* ***Apr 2015 – Jan 2016***

General Labourer

- Maintaining tools and equipment

- Cleaning up worksites

- Moving equipment and materials

**DD Construction** *-* Sydney *–* ***Jan 2015 – Apr 2015***

General Labourer

- Unloading, carrying and stacking building materials and place tools and equipment in position

- Using wheelbarrows to remove rubble and rubbish from building sites

- Cleaning surfaces for painters

**Education and courses**

White Card – TCP training – *August 2016*

General English Course, Intermediate Level, ELS College - Sydney, Australia – *July 2016 to present*

Graduate on Foreign Trade, UNIP Paulista – São Paulo, Brazil – *Jan 2014 to June 2016*

**Skills**

Language: Portuguese – Native / English – Intermediate

Computer skills: Office, Excel

Work well under pressure, team worker, multi task

**Availability**

Weekdays – before 4pm

Weekend – Full time

**Reference**

Beatrice Lopes – [info@hotmail.com](mailto:info@hotmail.com)

**Resume Nanny**

**Nome completo**

Número do celular

teuemail@hotmail.com

Seu endereço

**Professional Summary**

Breve resumo destacando suas principais habilidades, experiência e objetivos de trabalho. Ex:

Caring and responsible nanny with experience in providing attentive child care for children of various ages. Skilled in creating engaging activities, maintaining routines, and ensuring a safe environment. Strong communication with parents and a nurturing approach to support children's development and well-being.

**Professional Experience**

**Private House** Sao Paulo***– Apr 2015 – Jan 2016***

Nanny

- Caring, dressing and bathing the three kids aged 3, 5 and 7 years old

- Preparing meals

- Picking up from school

- Playing and reading books

**Private House**Sydney***– Jan 2015 – Apr 2015***

Housekeeper

- Caring, bathing and feeding a 8 months old baby

- Preparing meals for the family

- Keeping the house clean and tidy

**Education and courses:**

First Aid Course – TCP training – *August 2016*

General English Course, Intermediate Level, ELS College - Sydney, Australia – *July 2016 to present*

Graduate on Foreign Trade, UNIP Paulista – São Paulo, Brazil – *Jan 2014 to June 2016*

**Skills:**

Language: Portuguese – Native / English – Intermediate

Computer skills: Office, Xero

Work well under pressure, team worker, multi task

**Availability:**

Weekdays – before 4pm

Weekend – Full time

**Reference:**

Beatrice Lopes – [info@hotmail.com](mailto:info@hotmail.com)

**Resume Runner Glassy (Hospitality)**

**Nome completo**

Número do celular

teuemail@hotmail.com

Seu endereço

**Professional Summary**

Breve resumo destacando suas principais habilidades, experiência e objetivos de trabalho. Ex:

Energetic runner/glassy with experience in fast-paced hospitality venues. Skilled in clearing tables, collecting glassware, and ensuring the bar and floor remain clean and organized. Adept at supporting bartenders and wait staff, maintaining a smooth service flow, and providing excellent customer service.

**Professional Experience**

**Her Grill -** Sao Paulo***– Apr 2015 – Jan 2016***

Runner

- Serving food and beverages

- Bringing food to the tables

- Cleaning and setting tables to restaurant standards

**O’Malleys -**Sydney***– Jan 2015 – Apr 2015***

Glassy