

Valéria Aquino

Experienced Cleaner - Dublin, Ireland

W: <http://www.worky.com/valria-aquino>

I am extremely honest, motivated, adaptable, energetic and very responsible in my work. I enjoy working on my own initiative or in a team. My abilities are backed up with extensive experience, knowledge and highly regarded academic qualifications. I have excellent interpersonal and customer care skills and a good knowledge of the food and drink industry. I enjoy and can organise and plan activities for small, medium and large groups. I'm very willing and able to learn, and enjoy working in busy and dynamic work environments.

Valéria Aquino's Professional Experience

2013 - Present

Krissi Smyth House - cleaner (housekeeping)

- Housekeeper and Cleaner to six bedroom house.
- Deep cleaning of kitchen, toilets, bathrooms and en-suite
- Cleaning down paintwork including doors and frames
- Dusting and Vacuuming
- Window cleaning
- Laundry and Ironing

Key Skills

Cleaning

2012 - Present

David Knowles House - cleaner (housekeeping)

- Management of household duties for large, detached three bedroom house
- Deep cleaning of kitchen, toilets, bathrooms and en-suite
- Cleaning down paintwork including doors and frames
- Dusting and Vacuuming
- Window cleaning
- Laundry and Ironing
- Grocery shopping
- Organising and paying bills

Key Skills

Cleaning

2010 - 2012

Gaia Social - - HR Co-Ordinator & Analyst

- Collaboration in creating evaluation methodologies for hiring suitable employees
- Integration and training of new employees
- Support in creation and structuring of the human resources area for the non-profit sector
- Creation, monitoring and review of employee performance indicators
- Established and implemented the Quality of Life program

Key Skills

hr, social work

2007 - 2010

Robert Bosch Brazil - Internship Social Worker & HR

- Managed a team of over 300 corporate volunteers
- Took part in or co-ordinated 21 different projects
- Co-ordinated meetings of volunteer teams to define and schedule performance focus
- Survey and control of social indicators and patterns
- Managed and coordinated vocational project "Formare" for teenagers
- Volunteer educator in the discipline of Citizenship

Key Skills

hr, social work

2001 - 2007

City of Lençois Paulista - Social Coordinator

- Coordination of large and diverse social projects for the community council

- Managed a team of 7 caregivers and educators
- Organization of regular and routine activities for groups of up to 100 children
- Provide daily care and support for large groups of children and adolescents

Key Skills social work

1998 - 2000 **Ronaldo Franco House - Cleaner**

- Management of household duties for large, detached six bedroom house
- Deep cleaning of kitchen, toilets, bathrooms and en-suite
- Dusting and Vacuuming
- Window cleaning
- Laundry and Ironing
- Grocery shopping
- Organising and paying bills
- Care of pets (feed and bathe)
- Preparing meals for periods of absence (dinner and weekends)

Key Skills Cleaning

Valéria Aquino's Education and Qualifications

2013 **currently studying - English**

National College Of Business Administration

Course Reference : DN511 - English

2013 **currently studying - Management and Business Strategy**

Universidade Estadual de Campinas

2011 **Certificate - Education and Social Rights**

Universidade Estadual de Campinas

2010 **Bachelor/Degree - Social Work - Social Responsibility**

Pontifícia Universidade Católica de Campinas

Course Reference : TR084 - Social Studies (Social Work)

Valéria Aquino's Additional Information

Languages

Portuguese - Fluent

English - Intermediate

Interests

- Photography
 - Film
 - Music
 - Food and cooking
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Memberships

2007 to 2012 - Coordinator - ReVoluntários, Brazil

- Managed and participated in a group of volunteers called ReVoluntários
 - Gave support to a large group of institutions that provided care for the elderly
 - Coordinated and provided care and entertainment services to elderly people
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