

SARAH MARTINEZ

Full-Time Private Housekeeper

(555) 123-4567

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Los Angeles, CA



PROFESSIONAL SUMMARY

Detail-oriented and highly organized full-time housekeeper with over 10 years of experience providing exceptional housekeeping services for private clients. Proficient in deep cleaning, laundry, cooking, and maintaining high standards of cleanliness in luxury homes. Known for strong work ethic, discretion, and a commitment to exceeding client expectations.

EDUCATION

High School Diploma

Los Angeles High School, CA

Graduated: June 2008

Certified Executive Housekeeper (CEH)

International Executive Housekeepers Association

Renewed 2023

CPR and First Aid Certified

American Red Cross

Renewed 2022

SKILLS

- Deep Cleaning & Sanitation Expert
- Laundry & Linen Care Expert
- Cooking & Meal Preparation Expert
- Time Management & Organization Expert
- Inventory & Supply Management Expert
- Professionalism & Confidentiality Expert

EXPERIENCE

2018 - Now

Housekeeper

The Goldman Residence, Los Angeles, CA

- Perform daily housekeeping tasks, including vacuuming, mopping, dusting, and organizing.
- Manage household laundry, ironing, and linen changes, ensuring high-quality standards are met.
- Coordinate with other household staff, such as nannies and gardeners, to maintain a smooth and organized home.
- Provide grocery shopping and meal preparation services as needed, focusing on healthy and organic ingredients.
- Implement weekly and monthly deep cleaning schedules to maintain a pristine environment.

2015 - 2018

Housekeeper

Smith Family Estate, Malibu, CA

- Maintained a 12,000-square-foot estate, including detailed cleaning of guest areas, bathrooms, kitchens, and outdoor patios.
- Monitored household supply inventory and handled procurement for cleaning materials, groceries, and other essentials.
- Assisted in event preparation, setting up for gatherings and ensuring all guest areas were immaculate.
- Acted with discretion and professionalism in a high-profile household, maintaining privacy and confidentiality.