

## MARIA MICHELINE CALVERT

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### OBJECTIVE

To secure a position working in housekeeping service

### QUALIFICATION HIGHLIGHTS

- \*Strong interpersonal and communication skills in both English and Spanish
- \*Experienced in cleaning functions in buildings
- \*Adept at working independently
- \*Excellent problem-solving abilities
- \*Very good health and able to cope the physical requirements of cleaning.
- \*Trustworthy, cooperative, responsible and humanitarian

### EMPLOYMENT HISTORY

Housekeeper, Hurley Corporation/ IBM, Celestica, Toronto	2002-2004
Speech-language demonstrator, Canadian Academy of the Arts, Toronto	2002-present
Merchandiser, Manpower, Toronto	2002
Actress, Grupo Teatro Estudio, Havana, Cuba	1980-2002
Art instructor, Community Centres, Havana, Cuba	1992-2001

### SUMMARY OF EXPERIENCE

#### Housekeeping and Administrative Skills

- \* Performed a variety of cleaning duties including sweeping, mopping, vacuuming, dusting; cleaning refrigerators, washrooms, kitchenettes, delicate equipments; handling of confidential and regular waste, etc.
- \* Knowledge of basic cleaning equipments, materials and methods.
- \* Ability to follow written and oral instructions
- \* Kept an organized working environment
- \* Ordered supplies and maintained inventory
- \* Received and directed calls to appropriate staff

#### Arts and Teaching Skills

- \*Wrote and directed plays for children and adolescents some of them mentally or physically disabled
- \*Taught language, drama and performing arts to children, adolescents and adults

### EDUCATION AND TRAINING

Caregiver Training, Ontario Early Years Community Centre, Toronto	2003
Computer Readiness Workshops, Humber College, Toronto	2002
Cultural Marketing Certificate, Ministry of Culture, Cuba	1998
B.A., Hispanic Language and Literature, Havana University, Cuba	1988
Dramatic Arts Certificate, National School of Arts, Cuba	1980