

Maria Tragodara
83 McAllister St. #406
San Francisco, California 94102
(415) 573-9861 (cell)
mariatragodara@yahoo.com

OBJECTIVE: I am seeking a job as a housekeeper.

HIGHLIGHTS AND QUALIFICATIONS

- 20+ years experience in waitressing and customer service
- Responsible, hard worker, can be an independent worker, and detail oriented
- Can work under stressful situations, in a team environment or group setting
- Excellent communication skills and work ethic
- Bilingual in English and Spanish

EMPLOYMENT

Late 2012 to Jan. 2013 Zen Home

- clean private homes, including, vacuuming, dishes, dusting, mopping, sweeping, organizing and taking out trash, laundry, etc

1989 to May 2012

Frutilandia Restaurant - Waitress

- Take customers orders and phone orders
- Organized orders and food orders
- Communicated well with staff and cooks and customers
- Made sure the orders were correct and customers were satisfied
- Organized take-out orders
- Operated the register, check machine
- Ran various work-related errands as the need arises.
- Communicated in both English and Spanish as needed

Clean up crew

- Organized, mopped, swept, cleaned tables and counters
- Took out garbage as well as cleaned the bathroom
- Made sure everything looked presentable for next business day

Cooking assistance

- Did some assisting in kitchen, prepping food for cooking
- Help make simple dishes, appetizers, sandwiches, and various beverages like espressos and coffee drinks.

Assistant Manager

- Oversaw some restaurant supplies and food orders.
- Assisted with business related calls, billing and scheduling

1982-1983

Besford Hotel

Housekeeper

- Cleaned the rooms, bathrooms, and guest areas
- Mopped, swept and vacuumed, and cleaned all surfaces
- answered questions and gave directions or assistance to guests
- Emptied and re-bagged garbage bins
- Restocked all toiletries, made the beds, provided clean towels