

Mônica Aguilar Puzzi Alves

20-09-19

Apartment 2, 4 Langford Row, Balintemple, Cork City

083 8901858

monikapuzzi@gmail.com

WORK EXPERIENCE

Secretary

Pat Barry Industrial Supplies Cork - Ireland (May-2019 - now).

e-mail to customers, document organization, supplier payments, supplies purchasing.

HouseKeeper

Oriel House Hotel - Ballincollig - Cork - Ireland (May-2018 to October-2018)

Housekeeping and cleaning of hotel rooms, bathrooms and reception.

Kitchen Porter

Douglas Golf Club - Douglas - Cork - Ireland (April-2018)

Perform basic cleaning tasks such as crockery, cutlery, pots and pans. Keeping them clean and organized as countertops for food preparation, stockpiling and freezers.

KEY SKILLS

Strong organisational and planning skills

Proactive, responsible and dynamic person

Fast Learner

Experienced team worker

Excellent level of Microsoft Office and Internet

LANGUAGES

Portuguese - Native

English upper-intermediate / Advanced

EDUCATION

Studying Nursing Studies - Cork College of Commerce - 2019 to 2020.

Diploma in Law – Brazil 2008 to 2012

Diploma in Business Law – Brazil 2016

REFERENCE

Pat Barry Industrial Supplies – Pat Barry phone:087-2579769