

Maria C. Macaraeg

Job Objective: Seeking a Nanny/Housekeeper position in which my organizational skills can be fully utilized.

Highlights of Qualifications:

- Exceptional experience in providing nanny services in private homes
- Passion for painting, sketching, arts & crafts
- Adept at writing poems (creative writing)
- Ability to prepare meals
- Highly organized (both office and home settings) and maintain meticulous housekeeping services

Professional Experience:

Housekeeper

Libbie Mugarbi, UES, Manhattan

August 2018 – November 2018

Responsibilities:

- Render deep-cleaning routine at NYC and Hamptons residences (bedrooms, bathrooms, living rooms, kitchen, hallways)
- Prepare and ensure optimal organized, sanitary cleaning schedule for various categories such as: vents, pantry, outside oven/fridge, closets, garage, gates, windows/window sills, curtains, baseboards, walls
- Manage trash for the residences and disposed them off appropriately
- Maintain household inventory and replenish as required
- Assist with kids' needs (school drop-off/pick-up, meals, groceries, etc.) as needed
- Provide logistics for family & household staff on travels (between two residences, and locally) as needed
- Sort through and organized office files in her Hamptons home
- Perform other duties as may be required

Nanny/Housekeeper/Administrative Assistant

Diane Rosky, Union NJ

2012 – Present

Responsibilities:

- Take care of kids' drop-off & pick-up at school and activities
- Prepare kids and family meals
- Do housekeeping and laundry
- Database management
- Office organization (design filing systems and ensure they are maintained and are up-to-date including supplies procurement)

- Documents and memos preparation
- Perform other duties as may be required

Other Jobs:

Administrative Assistant
Essex County College (College – Yes)
Newark, NJ
November 2007 – February 2012

Adjunct Instructor
Essex County College (Adult Learning Center)
Newark, NJ
2007 – 2008

Marketing Manager
ADI Telecoms
Manila, Philippines
2002 – 2006

Project Manager
Swiftel Datacom Limited
Manila, Hong Kong and Macau offices
1996 – 2002

Executive Assistant
Barrington Carpets Inc.
Manila, Philippines
1995 – 1996

Education:

Bachelor's Degree in Fine Arts major in Advertising
College of the Holy Spirit, Manila, Philippines