



# CLAUDEIS MESQUITA

## Housekeeper/Attendant and Dishwasher

I am a dedicated and versatile professional with hands-on experience across hospitality, retail, food service, and recreation. Over the years, I've developed a strong work ethic, a passion for customer service, and a commitment to excellence in every role I take on. I thrive in fast-paced environments and adapt quickly to new challenges, always maintaining a positive attitude and a focus on results. My background includes working as a hotel housekeeper, restaurant attendant, receptionist, and playground instructor, each of which has shaped my ability to communicate clearly, stay organized, and work efficiently under pressure. I value teamwork and take pride in contributing to a clean, welcoming, and well-run space. I'm known for being proactive, reliable, and detail-oriented, with a natural ability to connect with people. Whether I'm helping guests feel at home or keeping operations running smoothly behind the scenes, I bring energy and care to everything I do. I'm eager to continue growing professionally and to bring my skills to new opportunities where I can make a meaningful impact.

## Contact

### Phone

+55 (85) 99102-2872

### Email

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### Address

Ceará - Brazil

## Skills

- *Customer service with empathy and friendliness*
- *Document organization and administrative control*
- *Cleaning and sanitizing with attention to detail*
- *Speed and efficiency in operational tasks*
- *Clear communication with diverse audiences*
- *Teamwork in fast-paced environments*
- *Responsibility in supervising children and equipment*
- *Ability to handle pressure and tight schedules*
- *Proactivity in solving everyday problems*
- *Maintaining professionalism in challenging situations*
- *Use of booking and check-in/check-out systems*
- *Compliance with food safety and hygiene standards*
- *Flexibility to work across different roles and sectors*
- *Organization and autonomy in task execution*
- *Constant focus on customer experience and satisfaction*

## Languages

**Portuguese** - Native

**English** - Studyig

## EXPERIENCE

2025

### Hotel Housekeeper

In 2025, I worked as a hotel housekeeper, responsible for cleaning and organizing guest rooms. My duties included making beds, sanitizing bathrooms, changing linens, and ensuring that each room was welcoming and spotless. I followed strict hygiene protocols and paid close attention to detail to meet the hotel's quality standards. This role required efficiency, discretion, and a strong sense of responsibility. I also collaborated with the front desk team to coordinate room readiness and guest check-ins. Working in a fast-paced environment taught me how to manage time effectively and maintain high performance under pressure. It was a valuable experience that strengthened my organizational skills and commitment to customer satisfaction.

2024

### Restaurant Attendant and Dishwasher

In 2024, I worked in a restaurant as both a front-of-house attendant and a kitchen assistant. I greeted customers, took orders, and helped serve meals, always aiming to provide friendly and efficient service. In the kitchen, I was responsible for washing dishes, utensils, and maintaining cleanliness in food preparation areas. This dual role required multitasking, physical endurance, and teamwork. I learned how to handle busy shifts, communicate clearly with kitchen staff, and stay calm under pressure. The experience helped me develop a strong work ethic and a deep appreciation for the importance of hygiene and customer care in the food industry. I also became more adaptable and proactive in solving problems during service.

2023

### Receptionist and Store/Hotel Attendant

In 2023, I worked as a receptionist and customer service attendant in both a retail store and a hotel. My responsibilities included welcoming clients, managing check-ins and check-outs, and organizing documents and records. I handled phone calls, scheduled appointments, and provided information about services and products. This role demanded excellent communication skills, attention to detail, and a professional demeanor. I became proficient in using booking systems and learned how to manage administrative tasks efficiently. Interacting with diverse customers helped me build empathy and patience, while also improving my ability to resolve issues calmly and effectively. It was a formative experience that enhanced my confidence and interpersonal abilities.

2022

### Playground Instructor

In 2022, I worked as a playground instructor, supervising children and managing recreational equipment. I ensured that all activities were safe, engaging, and age-appropriate, while also encouraging creativity and social interaction. My role involved guiding children through games, monitoring their behavior, and maintaining a clean and secure play area. I developed strong communication and leadership skills, especially in handling groups of energetic kids. Safety was a top priority, and I regularly inspected equipment to prevent accidents. This job taught me how to be patient, observant, and responsive to the needs of children. It was a joyful and rewarding experience that deepened my sense of responsibility and care.

# COVER LETTER

I am writing to express my strong interest in joining your team and contributing my skills, dedication, and passion for service to your organization. With a diverse background in hospitality, customer service, food handling, and recreational supervision, I bring a unique blend of experience and adaptability that allows me to thrive in dynamic environments and deliver exceptional results.

Throughout my career, I have worked in various roles that have shaped my professional character and strengthened my commitment to excellence. As a hotel housekeeper, I developed a meticulous eye for detail and a deep understanding of cleanliness standards, ensuring that every guest room was welcoming and spotless. In the restaurant industry, I balanced front-of-house responsibilities with kitchen support, mastering the art of multitasking while maintaining high levels of hygiene and customer satisfaction.

My time as a receptionist and store/hotel attendant taught me the importance of clear communication, organization, and professionalism. I handled check-ins and check-outs, managed documents, and provided friendly assistance to clients, always aiming to create a positive and efficient experience. Additionally, working as a playground instructor allowed me to connect with children, promote safe play, and foster creativity—all while remaining attentive and responsible.

What sets me apart is my ability to adapt quickly, work collaboratively, and stay focused under pressure. I am proactive, reliable, and always eager to learn. Whether I am interacting with customers, supporting a team, or managing behind-the-scenes operations, I approach every task with care and enthusiasm. I believe that every role, no matter how big or small, contributes to the overall success of a business, and I take pride in doing my part with integrity and heart.

I am excited about the possibility of bringing my experience and energy to your organization. I am confident that my background, combined with my strong work ethic and commitment to growth, would make me a valuable asset to your team. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your goals and continue building a meaningful career.

*Sincerely, Claudeis*