📞 (555) 202-3030

✉️ michael.grant@email.com

📍 Miami, FL

EDUCATION

High School Diploma
Miami Senior High School, Miami, FL
Graduated: June 2007

SKILLS

- Full Housekeeping Management
- Coordination with Service Providers
- Childcare & Pet Care Assistance
- Laundry & Wardrobe Care
- Cooking & Meal Prep
- Discretion & Confidentiality

LANGUAGES

- Spanish – Fluent in speaking and writing
- French – Conversational proficiency

MICHAEL GRANT

LIVE-IN PRIVATE HOUSEKEEPER

PROFESSIONAL SUMMARY

Compassionate and resourceful live-in housekeeper with over 14 years of experience in luxury homes. Skilled in comprehensive cleaning, household management, and personal assistance. Thrives in maintaining a warm and welcoming home environment while respecting privacy and providing dependable support.

EXPERIENCE

● 2015 - Now

Live-In Housekeeper

Roberts Family Estate, Miami Beach, FL /

- Provide full-time cleaning and household management, overseeing the maintenance of a 10,000-square-foot beachfront property.
- Perform daily cleaning tasks, such as vacuuming, dusting, kitchen cleaning, and organizing personal items.
- Assist with laundry, ironing, and wardrobe organization for both formal and casual wear.
- Coordinate with service providers, including landscapers, maintenance-, and pool technicians, to maintain the property's aesthetic and functional standards.
- Occasionally assist with childcare for young children in the household, as well as pet care for two family dogs.
- Prepare light meals and assist with dinner party setups and clean-ups as needed.

● 2011 - 2015

Live-In Housekeeper

Ortega Family Residence, Coral Gables, FL /

- Maintained a clean and orderly home, including organizing closets, cabinets, and storage areas for a family of five.
- Oversaw the care and maintenance of high-end furnishings, fine china, and other valuable items.
- Ensured a stocked supply of household essentials and managed orders and deliveries.
- Performed daily errands, grocery shopping, and assisted with family activities and trips, traveling occasionally as required.