

# Katheryn Maltes

## STREET ADDRESS

2600 Draper Avenue, Apart  
706, Ottawa, ON K2H 9A9

## CONTACT

[Katherynk.ruiz@gmail.com](mailto:Katherynk.ruiz@gmail.com)  
(613) 889-7712

## EDUCATION

### **Mother Teresa High School**

Nov 2009 – June 2014  
Graduated

### **Algonquin College of Applied Arts and Technology**

Sept 2017 – June 2021

- Advance Diploma in  
Business Administration  
& Finance

## KEY SKILLS

Excellent Team Leadership,  
and Team Building Skills.  
Good Communication Skills  
& Administration and  
Organization Skills. Proficient  
in Microsoft Office, Excel,  
Word, PowerPoint Able to do  
Multitasking and provide an  
excellent Customer Service  
Decision-Making & Active  
Listening

## REFERENCE

Anu Sohal  
(613) 799-9938

## Profile

I have graduated from the Business Financial Department at  
Algonquin College Of Arts and Technology.

Seeking to serve on a team in a Full-Time/Part-Time Position, and  
gain experience.

## WORK EXPERIENCE

### **Part-Time Residential House Cleaner**

May 2022 – Present

- Spot cleaned stained furniture and carpet.
- Maintained floors by sweeping, mopping, and vacuuming.
- Laundered bedding and made-up beds.
- Cared for furniture throughout the home.
- Used appropriate cleaning products effectively.
- Wiped and polished furniture.
- Sanitized all bathrooms in the home.
- Disposed of garbage and debris.

### **VOLUNTEER AT A NON-PROFIT ORGANIZATION**

JESUS PASSION HOUSE OF PRAYER BURNTN CHURCH, NEW  
BRUNSWICK

June 2021 – April 2022

- Trying to fulfill the needs of a disadvantaged community by  
offering homemade meals, childcare, fun activities for  
youth, and offered handicraft classes to their youth center  
as well
- Critical skills acquired during this time:
  - Project management
  - Dependability
  - Problem-solving
  - Critical- thinking

### **FINANCIAL ASSOCIATED WFG (World Financial Group)**

MAY 2020 – SEPT 2020

- Providing families accessible financial knowledge,  
products, and resources to prepare them for a better future

## **CEDARVIEW DAY CAMPS PRESCHOOL AND AFTERCARE DIRECTOR**

Full-Time June 2017– August 2017 / Full-time June 2018 – August 2018

- Plan, organize and implement Preschool Camp curriculum and Activities for learning purposes.
- Administrating activities for each Day.
- Directing and creating a leadership training curriculum for volunteers.
- Provide a safe environment for parents, children and volunteers
- Maintaining a professional custom and enforcing both ethical & values beliefs Practices

## **Little Caesar's Pizza Cashier & Customers services**

July 2014- June 2017

- Organizing & Cooked Food as per pizza menu
- Opening & closing cash statements; as well cleaning duties.
- Handle orders efficiently and customer services well
- Process cashier transactions with accuracy