

A Homemaker's Resume

by Sandra Tam

Anita Break

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Career Objective: Seeking a position as a CEO.

Summary of Skills

- Effectively perform housekeeping and home management duties.
- Over ten years child care experience.
- Management, implementation, coordination of multiple activities and schedules.
- Ability to provide tension management strategies to meet psychological/emotional needs of family members.
- Excellent problem-solving skills.

Relevant Skills and Qualifications

Domestic Management Skills

Perform routine housekeeping duties such as washing dishes, making beds, changing sheets. Operate washing machines and dryers to clean shirts, sheets, blankets, towels and other garments and household articles. Clean, disinfect, and polish kitchen and bathroom fixtures and appliances. Sweep, mop, wash, wax, and polish floors. Dust furniture, vacuum carpeting. Pick up debris and empty trash containers.

Budget and Financial Management Skills

Conduct and coordinate frequent grocery shopping excursions. Maintain multiple schedules for appointments and activities. Financial budgeting for all household activities and purchases. Negotiate prices, discounts, credit terms, and transportation arrangements for purchase of household merchandise.

Planning/Coordination Skills

Prepare and cook complete meals catered to individual family members' tastes. Plan meals, determine size of food portions, estimate food requirements, cost, and monitor and order supplies. Serve meals pleasantly. Planning family activities such as vacation time, special events. Chauffeuring.

Social Work Skills

Provide counsel to assist family members in developing skills to deal with and resolve social and personal problems. Develop leisure activities for children. Guide and assist child in the development of proper eating, dressing, and toilet habits. Observe child for signs of learning disabilities or emotional problems. Lead children in activities by reading stories, singing songs, doing crafts, and visiting local points of interest.

Medical Skills

Monitor, record, and report symptoms of change in condition of illness in members of the family. Administer medication and treatment as prescribed by a physician. Assess, plan, implement, and evaluate patient care.

Employment History

Ongoing	Financial Planner, Consultant
1987-present	Child Care Worker, Break Residence
1982-present	Homemaker, Break Residence
1982-present	Buyer, Break Residence

Interests and Hobbies: Home Entertainer/Caterer, Office Clerical Support Volunteer

References: Available upon request

Sandra Tam obtained her Masters of Social Work from Univ. of Toronto. She is currently an employment counsellor at the YWCA.