

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

Motivated hotel housekeeper with six years of experience in the hospitality industry. Looking for a position with opportunities for developing my leadership skills and eventually managing a housekeeping team.

## Experience

### Housekeeper - Artisan Boutique Hotel / Location

MONTH 2020 - 2023

- Coordinates with a housekeeping team of 12 employees to ensure rooms are ready for guests.
- Goes above and beyond to delight hotel guests and meet their fun or unusual housekeeping requests, ranging from placing special items in rooms to folding towels in fun shapes.
- Vacuums an average of 35 rooms a day, disinfects bathroom surfaces, and replaces bed linens.
- Operates floor-cleaning equipment and vacuums in the lobby area, hallways, and conference rooms.
- Tracks cleaning supply inventory and manages a monthly budget of \$8,000 to keep the inventory stocked.

### Housekeeper - Carriage House / Location

MONTH 2017 – MONTH 2020

- Proudly worked with a housekeeping team that maintained an average customer satisfaction rating of 98%.
- Cleaned, vacuumed, and disinfected guest rooms and bathrooms.
- Provided job shadowing and training for new housekeeping hires.
- Oversaw the garbage collection process, including checking rooms for empty trash cans and coordinating garbage pick-up with the hotel's vendor.

### Project Experience

- Led a multidisciplinary committee tasked with finding eco-friendly alternatives to aerosol products. (2021)
- Updated the cleaning room checklist to eliminate redundancies and optimize the quality control workflow (2019).

## Education

### DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

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## Skills

### Expertise

- Proper handling of cleaning chemicals
- Carpet cleaning
- Time management
- Attention to detail
- Customer service

## Licenses & Accreditations

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