

# Robert Smith

## *Assistant Head Housekeeper (Full Time)*

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

To Obtain a position of Head Housekeeper is designed to assist management with regard to training new employees, inspecting rooms, along with other duties assigned by management.

### **SKILLS**

Hospitality, Mopping,  
Tubs, Sinks, Sweeping.

### **WORK EXPERIENCE**

#### ***Assistant Head Housekeeper (Full Time)*** **ABC Corporation - March 2006 - October 2009**

##### *Responsibilities:*

- Supervised all housekeeping personnel and ensured appropriate stocks for carts.
- Assigned a specific suite to each housekeeping attendant.
- Supervised laundry and cleanliness.
- Assisted in hiring housekeepers to ensure quality services.
- Oversaw the cleanliness and upkeep of rooms and public areas  
Accomplishments Analyzed guest service feedback forms for company standards.
- Responsible for cleaning rooms, making beds, cleaning restrooms such as scrubbing tubs, toilets, floors.
- Responsible for cleaning and sweeping/mopping in the bathroom.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Assistant Head Housekeeper*** **Delta Corporation - 2003 - 2006**

##### *Responsibilities:*

- Housekeeping duties, assigning, and checking rooms.
- Clean bathrooms dust vacuum make beds wash, dry, and fold laundry front desk inspecting every room in the hotel.
- Skills Used cleaning customer service.
- Clean rooms supervise crew laundry inventory Skills Used Leadership ability to work alone multi-task.
- Assign housekeepers rooms to clean, answer the phone, sort and fold laundry, organize, inspect rooms, and make sure they passed company guidelines, .
- Skills Used Being on time, customer service, detail-oriented, organizational, team player, working in a fast pace, on a deadline, supervisory skills.
- Started cleaning rooms, then was promoted to inspector, then to assistant.

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

### **Education**

Hospitality - 1998(CFCC - Ocala, FL)