Head Of Housekeeping III

ROBERT SMITH

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Objective

Looking for a job that challenges me and has upward mobility. Sincere, loyal, and dedicated individual with a great deal of ambition. Over the years have worked in several different industries.

Skills

Management, Organizing.

Work Experience

Head Of Housekeeping III

ABC Corporation - August 2013 – October 2013

- Directed strategic initiatives to achieve for both housekeeping and laundry department.
- Fostered strong working relationships with all hotel departments.
- Directed daily activities of 15 member housekeeping and laundry teams.
- Kept records of room inventory.
- Increased hotel revenue, profits and market share through revamping breakfast buffet and making department into a team that never existed.
- Checked quality and quantity of received products.
- Inspected dining and service areas, as well as guests rooms to ensure cleanliness and proper set up.

Head Of Housekeeping

Delta Corporation - 2008 – 2013

- Train and oversee all other housekeepers.
- Watch product inventory and do all employee evaluations.
- room historic hotel plus 2 restaurants, 1 gift shop, 5 meeting rooms, 1 Grand Hall and Ballroom.
- Developed a Standard Operating Procedure for Housekeeping In charge of ordering inventory for cleaning supplies and linen/towels.
- Stayed well under budget but to increase the standards for customers Hiring/scheduling 21+/- staff for day and evening shifts and special events.
- Cleaned residents apartments and common areas.
- Clean Bass Pro location, train new employees, hire new emplyees, make schedule, hand out paychecks, as well as meet with head of locations to .

Education

High School Diploma in required - (Sterling High School - Sterling, CO)

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