

ROBERT SMITH

Hotel Housekeeper

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Several years of experience in motel and caregiver jobs, also food service, and customer service. Have had office training and learned computer, office machines, filing, and accounting. Most interested in caregiver and motel work. Also in retail and customer service. Very flexible in scheduling and also very reliable and hard working.

JUNE 1997 - NOVEMBER 1998

HOTEL HOUSEKEEPER - ABC CORPORATION

- Comprehended oral and written instructions, correspondence, and memos.
- Knowledge of general housekeeping and recordkeeping required.
- Communicated in a courteous, professional manner with teammates, management, and guests.
- Worked independently, but with occasional interruptions.
- Ensured the best possible experience for each guest, within the framework of Town Pump operating guidelines.
- Completed all required company and brand specific training and/or certifications in a timely manner.
- Followed Town Pump's grooming and appearance guidelines and wear uniform and nametag at all times while on shift.

1993 - 1997

HOTEL HOUSEKEEPER - DELTA CORPORATION

- Carry linens, towels, cleaning supplies; using wheeled cart Cleaned hotel establishment, including rooms, lobbies, lounges, restrooms, and elevators .
- Clean at least 18 rooms a day.
- Also work as a houseman from time to time.
- Clean hotel rooms, re-stock, and laundry.
- Cleaned hotel rooms to a five star standard Completed all jobs in the time required.
- Made sure each guest has everything needed for their stay to be comfortable Proper use of cleaning products.
- Responsible for ongoing guest replenish any supplies and other accommodations Revise vacant rooms and their daily freshness Perform all cleaning .

EDUCATION

High School Diploma



SKILLS

Team Work, Leadership.