

Kate London



Housekeeper

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Email	example@email.com	Date / Place of birth	05/10/1983 / New York, New York
Nationality	USA	Driving license	Full

01 PROFILE

Personable and detail-oriented housekeeper with 7 years of experience in residential and resort settings.

02 EMPLOYMENT HISTORY

12/2015 – 12/2017

Housekeeper at Hilton

San Francisco

Hilton San Francisco is a 400 room hotel and spa located in the heart of Downtown. As a housekeeper, my responsibilities include:

- Following a daily schedule of cleaning activities, including sweeping, mopping, dusting, and polishing
- Ensuring all rooms are cleaned and inspected prior to guest check-in
- Checking fixtures and appliances and reporting any malfunctions to the maintenance team
- Stocking room supplies, including minibar contents, beauty products, and coffee/tea area supplies

06/2013 – 12/2015

Housekeeper at Hilton Garden Inn

San Francisco, CA

Hilton Garden Inn San Francisco is a 250 room hotel that also has meeting space. As a housekeeper, my responsibilities include:

- Ensuring all meeting rooms are stocked and cleaned before and after they are booked
- Cleaning the common areas of the hotel, including restaurant, lobbies, and hallways
- Doing laundry on a daily basis and ensuring all towels and linens are properly stocked
- Dusting and polishing fixtures, decorations, and fittings

10/2010 – 06/2013

Housekeeper at Private Residence

San Francisco, CA

As a live-in housekeeper for a private family's residence, my daily responsibilities included:

- Checking groceries and household supplies to make sure they are maintained at an adequate level
- Documenting all household expenditures and coordinating the schedules of laundry, maintenance, and landscaping personelle
- Washing dishes, cleaning the kitchen, and preparing food for family meals
- Answering the telephone and taking messages for the homeowners

03 SKILLS

Laundry
Inventory
Trash Disposal
Floor Polishing

Sanitization
Window Washing
Customer Service

04 LANGUAGES

English



Spanish

