

# Kate London, Housekeeper

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Date of birth	05/10/1983	Nationality	USA
Place of birth	New York, New York	Driving license	Full

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

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## EMPLOYMENT HISTORY

Dec 2015 – Dec 2017 **Housekeeper, 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

Jun 2013 – Dec 2015 **Housekeeper, 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

Oct 2010 – Jun 2013 **Housekeeper, 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

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## SKILLS

Laundry	Sanitization
Inventory	Window Washing
Trash Disposal	Customer Service
Floor Polishing	

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<b>LANGUAGES</b>	English	Native speaker	Spanish	Very good command
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