

# KATE LONDON

HOUSEKEEPER

## INFO

**Address** 143 Main Ave, New York, New York, 10026, United States

**Phone** 890-555-0401

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### DATE / PLACE OF BIRTH

05/10/1983  
New York, New York

### DRIVING LICENSE

Full

### NATIONALITY

USA

## SKILLS

Laundry

Sanitization

Inventory

Window Washing

Trash Disposal

Customer Service

Floor Polishing

## LANGUAGES

English ●●●●●

Spanish ●●●○○

## PROFILE

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

## EMPLOYMENT HISTORY

### Housekeeper, Hilton

San Francisco

Dec 2015 – Dec 2017

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

### Housekeeper, Hilton Garden Inn

San Francisco, CA

Jun 2013 – Dec 2015

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

### Housekeeper, Private Residence

San Francisco, CA

Oct 2010 – Jun 2013

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