



# Kate London

Housekeeper

NEW YORK, NEW YORK, 10026, UNITED STATES

## Details

143 Main Ave, New York, New York, 10026, United States  
890-555-0401  
[example@email.com](mailto:example@email.com)

DATE / PLACE OF BIRTH

05/10/1983  
New York, New York

NATIONALITY

USA

DRIVING LICENSE

Full

## 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 at Hilton, San Francisco

December 2015 – December 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 at Hilton Garden Inn, San Francisco, CA

June 2013 – December 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 at Private Residence, San Francisco, CA

October 2010 – June 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