## Housekeeping Resume Sample 1

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### A. Summary

I am a professional housekeeper who is currently looking for a housekeeping position with Company XYZ. I have over four years of experience in this field and the outstanding ability to maintain my client’s ideas of cleanliness. I can deliver superior results and services, whether under the supervision and direction of a manager or independently. I can also effectively manage a team of housekeepers.

### B. Work Experience

* **2014 – Present – Kattegat Inn, Pittsburg, Pennsylvania**

**Responsibilities**: Clean all the areas which the managers assigned to me. Take care of the cleaning equipment, store it appropriately, and clean it with special products. Move the furniture cautiously so as to clean under and behind it. Dust the furniture. Empty the trash bins and remove the trash itself and, thusly, maintain the health standards imposed by law. Plunge all the blocked drains, sinks, and commodes.

**Achievements**: Managed to reduce the operational costs by $10k by efficiently using the cleaning supplies and machines.

* **2012 – 2014 – Wessex on the Sea Holiday Inn, Pittsburg, Pennsylvania**

**Responsibilities**: Maintaining the inn clean and free of all residue. Keep all areas free of infection and pathogen agents. Dispose of all the unwanted materials, such as trash and waste. Dust all surfaces. Change the sheets and other beddings. Clean the showers, tubs, and sinks. Unclog the drains. Mop the floors in all the bathrooms and rooms every day. Overseeing the other cleaning staff. Replace the light bulbs. Repair the fixtures. Inspect all the rooms before the guests checked in.

**Achievements**: Implemented a highly efficient process and method of cleaning the establishment, which won it an award in its field. Apart from that, guests were very satisfied with the level of cleanliness and 30 percent declared in a survey that they would come back or recommend the place to a friend given its highly hygienical state.

### C. Education and Academic Achievements

* Graduated from Pittsburg State University with an Associate’s Degree in Hospitality in 2013

### D. Job Related Skills

* Experience gained by working in two inns
* Very skilled when it comes to operating vacuums, buffers, polishers, and other automatic cleaning pieces of equipment.
* Outstanding knowledge of all the cleaning products and the best way to use them.

### E. General Traits

* The ability to take directions
* Management and organizational skills
* Outstanding communication skills
* Very flexible
* Willing to work with other people in a team for a common purpose.