## Housekeeping Resume Sample 2

**Michele Lewis**

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### A. Summary

I am an energetic and reliable worker, who seeks to find a housekeeping position. I have three years’ experience in this field working for a large hotel. I am kind, calm and discreet, as well as confident when it comes to delicate objects, couture pieces, and furniture. At this point, I am looking forward to a position in a hotel that looks after its staff and can provide the appropriate working environment. I also speak Spanish as a second language.

### B. Working Experience

* **2013 – 2016 – The Green Horse Inn, Corpus Christi, Texas**

**Responsibilities**: Taking care of very delicate fabrics such as wool, silk or cashmere. Making sure that all the cleaning duties are performed every day in accordance with the schedule put in place by the managers. Reporting to my superiors if any items were damaged or have gone missing. Washing dirty beddings and changing them. Looking after children or babysitting them if there was any need for that. Added extra responsibilities, such as running errands for patrons or shopping for them. Accommodate the guests as best as possible.

### C. Education and Academic Achievements

* Graduated from Austin Community College District in Austin in 2012. Received a certificate in hospitality management as well as an associate degree at the campus located in Austin.

### D. Job Related Skills

* Very discreet
* Open to signing a non-disclosure agreement
* Ability and willingness to cross over from the housekeeping duties and assist in some other areas of the hospitality package, as per my diploma qualification.
* Experienced when it comes to both commercial and domestic environments.
* If need be, the ability to work in a self-employed way
* A very effective team player
* The capacity to work in dirty, dusty, and damp places
* Physical strength and stamina
* Very good skills in time management
* Computer literacy, especially the Microsoft Office package, Excel and Word
* Proven personal reputation as an individual who cares about the highest standards of cleanliness
* Strong work ethics

### E. General Traits

* Attention to detail
* Team player
* Time management skills
* Integrity
* Work ethics
* Dependable
* Reliable
* Bilingual. I speak both English and Spanish fluently
* Very good with children of all ages
* Able to take care of the elderly, if need be
* Calm
* Caring
* Discreet
* Trustworthy
* Willing to take on extra duties as well as an extra shift or extra hours.