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**Housekeeping Resume Sample**

3378 Kelley Avenue,

New Orleans, LA 33770

(444) 344-7780

jackiehawking@gmail.com

*Hotel housekeeping employee with over nine years of experience in providing excellent housekeeping services in hotel settings. Seeking to bring my expertise and high-performance standards into a managerial housekeeping role. Certified Executive Housekeeper.*

# Professional Experience

## BIG CITY HOTEL, New Brunswick, PA

## Hotel Housekeeper, August 2008 – Present

* Work on a team of 60 staff housekeepers to service 188 hotel rooms daily
* Coordinate hotel-wide laundry workflow to fulfill hotel guest laundry requests in under 2 hours
* Arrange car washes and vacuuming services in accordance with guest requests
* Assemble complimentary gift baskets and champagnes to greet news guests at their arrival
* Clean and stock rooms according to established quality standards; duties include replacing used towels and linen, making beds, vacuuming room carpet, washing floors, and restocking guestroom and bathroom items

## VALENCIA COURTYARDS, Boston, MA

## Hotel Housekeeping Assistant, August 2007 – June 2008

* Maintained and updated lists of 110 vacant rooms that required housekeeping attention before the arrival of their next occupants
* Assigned duties included restocking hotel rooms, cleaning windows, tracks, and bathroom surfaces, polishing all furniture and silverware, removing trash and replacing trash bags in assigned rooms, inspecting all room equipment, and reporting on maintenance issues
* Performed sewing repairs for guests’ clothing and worn-out upholstery in the hotel rooms
* Coordinated the delivery of extra room furniture, beddings, linen, and towels per guest requests

# Education

## PACIFIC COMMUNITY COLLEGE, PORTLAND, OR

* Associate Degree in Home Economics, June 2007

# Additional Skills

* Certified Executive Housekeeper
* Strong ability to handle work and staff pressures in a fast-paced environment
* Team player with excellent interpersonal and customer service skills
* Strong written and verbal communications skills

Hello, Job Seeker!

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Or, here’s some other content that might help you finish your resume.

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* [How to Write a Resume](https://resumecompanion.com/how-to-write-a-resume/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_How_To_Link&utm_campaign=MSWord_Download_Push)
* [Resume Samples by Industry](https://resumecompanion.com/resume-examples/?utm_source=MSWord_Rez_Samples&utm_medium=Rez_Samples_Link&utm_campaign=MSWord_Download_Push)

Oh, and by the way, you’re also going to need a cover letter.

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* [Cover Letter Examples by Industry](https://resumecompanion.com/cover-letter-examples/?utm_source=MSWord_Rez_Samples&utm_medium=CL_Samples&utm_campaign=MSWord_Download_Push)