
Assistant Executive Housekeeper Resume

Job Objective

Seeking Assistant Executive Housekeeper position in which my extensive capability to maintain cleanliness can be fully utilized.

Highlights of Qualifications:

- Exceptional experience in providing housekeeping services in resort and hotel environment
 - Deep knowledge of cleaning procedures and equipment
 - Strong knowledge of safety policies and procedures
 - Remarkable ability to respond to emergency situations
 - Immense ability to work on flexible schedule and weekends
 - Ability to provide efficient customer service
 - Ability to identify bio hazard chemicals
 - Ability to communicate efficiently in English
-

Professional Experience:

Assistant Executive Housekeeper
Hilton Garden Inn, Knoxville, TN
August 2007 – Present

Responsibilities:

- Monitored operational functions for department and prepared strategies.
 - Ensured optimal level of staff productivity and ensured short term and long term strategies.
 - Analyzed guest service feedback forms for company standards.
 - Maintained knowledge of continuous changes in hospitality industry and adapted to it.
 - Assisted in hiring housekeepers to ensure quality services.
 - Managed activities as per company status quo third party policies.
 - Participated in job fairs and selected appropriate candidate for housekeeping team.
 - Organized everyday briefing for team members and participate in GRAs.
-

Assistant Executive Housekeeper
Marriott Hotels and Resorts, Knoxville, TN
May 2004 – July 2007

Responsibilities:

- Monitored uniforms for all employees and ensured tags at all times.
 - Performed laundry functions for company efficiently within timeframe.
 - Inspected all suite rooms and public area for hotel at regular intervals.
 - Prepared reports for maintenance activities and resolved all issues.
 - Developed inspection programs on everyday, weekly and monthly basis.
 - Supervised all housekeeping personnel and ensured appropriate stocks for carts.
 - Assigned specific suite to each housekeeping attendant.
 - Maintained security of property for guests at all times.
-

Education:

Bachelor's Degree in Hotel Management
Lynn University, Boca Raton, FL

[Build your Resume Now](#)