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## Executive Housekeeper Resume

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### Job Objective

To obtain the position of Executive Housekeeper where I can utilize my cleaning skills and experience to the maximum benefit of the organization.

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### Highlights of Qualifications:

- Remarkable experience in managing an efficient housekeeping staff
  - Immense knowledge of housekeeping tools and equipment
  - Deep knowledge of chemical handling and OSHA regulations
  - Sound ability to work on flexible schedule
  - Exceptional ability to coordinate with staff and customers
  - Ability to comply to hotel policies and procedures
  - Ability to evaluate housekeeping strategies
  - Solid understanding of chemicals and its usage
  - Ability to evaluate alternatives and decide on a plan of action
  - Ability to effectively deal with internal and external customers and staff
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### Professional Experience:

Executive Housekeeper  
Millenium Hotels, Kansas City, MO  
August 2007 – Present

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### Responsibilities:

- Maintained neat and clean public areas for guests as per regulations.
- Monitored inventory of linen and supplies and placed purchase order when required.
- Managed communication with front desk employees for arrival and departure.
- Participated in safety training programs on monthly basis.
- Developed schedule for laundry staff and room attendants.
- Ensured optimal level of safety standards for on loan equipments in facility.
- Prepared reports for guest rooms for front office department.
- Ensured achievement of all hotel objectives for room quality.

Executive Housekeeper  
Renaissance Woodbridge Hotel, Kansas City, MO  
May 2004 – July 2007

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### Responsibilities:

- Provided training to staff members as pre hotel standards.
  - Inspected guest rooms and public areas for cleanliness.
  - Coordinated with customers to resolve all hotel policies queries.
  - Monitored staff performance and ensured smooth and efficient operations.
  - Ensured compliance to safety and security regulations for emergency situations.
  - Prepared estimate of labor costs and ensured compliance to budget.
  - Designed and implemented hotel procedures for department.
  - Prepared all paperwork for department to be presented to management.
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### Education:

Associate Degree in Hotel Management  
Shoreline Community College, Shoreline, WA

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