

---

## Hotel Executive Housekeeper Resume

---

### Job Objective

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

---

### Highlights of Qualifications:

---

- Exceptional experience in managing front desk and housekeeping operations
  - Remarkable knowledge of hotel policies and procedures
  - Outstanding knowledge of cleanliness equipment and standards
  - Sound ability to analyze feedback from employees
  - Immense ability to evaluate hotel reports and documents
  - Ability to manage inventory and place purchase order
  - Ability to work on flexible schedule
  - Ability to give feedback on the guest service of employees
  - Ability to sit, bend, stoop, climb and kneel for long hours
  - Ability to lift and carry boxes, equipment up to 50 pounds
- 

### Professional Experience:

---

Hotel Executive Housekeeper  
Crowne Plaza Hotel, Dallas, TX  
August 2007 – Present

---

### Responsibilities:

---

- Determined appropriate work assignments for all housekeeping staff.
- Ensured compliance to company standards for all properties.
- Scheduled hiring of departmental staff and provide training.
- Monitored productivity of all activities and recommended improvements.
- Managed all cleaning agents and diluted as per instructions.
- Ensured optimal level of customer satisfaction to maximize profitability.
- Maintained records of all cleaning supplies and equipments.
- Inspected all guest rooms on regular basis and perform preventative maintenance.

Hotel Executive Housekeeper  
Radisson Hotel Nashua, Dallas, TX  
May 2004 – July 2007

---

### Responsibilities:

---

- Provided training to departmental personnel and evaluated activities.
  - Assisted housekeeping and laundry departments in everyday activities.
  - Scheduled activities for staff to maintain maximum occupancy.
  - Administered and resolved all customer issues efficiently within timeframe.
  - Maintained professional appearance at all times for all staff members.
  - Evaluated physical condition of hotel and recommended repair.
  - Participated in safety training programs on monthly basis.
  - Ensured compliance to MSDS, OSHA and safety regulations.
- 

### Education:

---

Bachelor's Degree in Restaurant Management  
Hebrew College, Newton Centre, MA

[Build your Resume Now](#)