
Housekeeping Executive Resume

Job Objective

Looking for an opportunity to put my skills and training to work for your company by acquiring the position of Housekeeping Executive.

Highlights of Qualifications:

- Huge experience in managing a workforce of over multiple employees
 - Broad knowledge of cleaning equipment, supplies, and chemicals
 - Excellent organizational skills
 - Ability to develop and present department action plans
 - Ability to create, manage and balance departmental budgets
 - Ability to communicate with employees and understand procedures
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Professional Experience:

Housekeeping Executive
Highgate Hotels, Binghamton, NY
August 2007 – Present

- Supervised line workers ensuring compliance with established company standards.
- Trained cleaners in proper chemical usage, safety and use of all PAD equipment.
- Ensured efficient and effective productivity of subordinates.
- Maintained departmental rules and procedures.
- Advised Housekeeping on the maintenance of areas in need of repair.
- Enforced key control procedures.

Housekeeping Executive
Loews Atlanta Hotel, Binghamton, NY
May 2004- July 2007

- Developed and implemented systems to manage quality of housekeeping and laundry services.
 - Conducts training classes regarding safety, security, department procedures and service guidelines.
 - Scheduled and delegated staff's work adhering to productivity standards.
 - Handled and resolved guest requests and complaints.
 - Established and maintained cost control system.
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Education:

Bachelor's Degree in Hotel Management
Gavilan College, Gilroy, CA

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