



Phone: (555) 234-5678

Email: michael.anderson@email.com

Address: San Francisco, CA

Website: www.michaelanderson.com

EXPERTISE SKILLS

- hospitality cleaning
- customer service
- multitasking
- eco-friendly practices
- attention to detail
- communication

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Certificate in Cleaning Management, National Cleaning Certification Program, 2016

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

HOUSEKEEPING ASSOCIATE

Highly skilled and dedicated housekeeper with a robust background in hospitality and residential cleaning services. Proficient in providing comprehensive cleaning support that enhances the overall aesthetic and hygiene of living spaces. Demonstrates a strong commitment to maintaining high standards of cleanliness and organization, ensuring client satisfaction through meticulous attention to detail.

PROFESSIONAL EXPERIENCE

Sunshine Resort & Spa

Mar 2018 - Present

Housekeeping Associate

- Performed daily cleaning and maintenance of guest rooms and public areas in a luxury resort.
- Utilized advanced cleaning equipment to ensure thorough sanitation and hygiene.
- Collaborated with the front desk to accommodate special requests from guests.
- Participated in training programs focused on customer service and cleaning techniques.
- Maintained accurate records of room status and cleaning schedules.
- Assisted in the development of a new cleaning checklist that improved efficiency.

Private Clients

Dec 2015 - Jan 2018

Residential Housekeeper

- Provided comprehensive cleaning services for multiple high-end residences.
- Developed personalized cleaning plans based on client preferences and lifestyles.
- Ensured all cleaning supplies were eco-friendly and safe for use in homes.
- Managed laundry services, including ironing and wardrobe organization.
- Conducted seasonal deep cleaning projects, enhancing overall home maintenance.
- Received positive testimonials from clients for exceptional service and reliability.

ACHIEVEMENTS

- Achieved a 95% satisfaction rate in guest feedback surveys at Sunshine Resort.
- Received commendations from clients for outstanding reliability and service.
- Implemented a new cleaning protocol that reduced time spent per room by 15%.