

Colleen Cartagena

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Colleen-Cartagena/f27c2829f9ba49b7](https://www.indeed.com/r/Colleen-Cartagena/f27c2829f9ba49b7)

To advance my career in hotel & hospitality industry.

Pleasant speaking individual

Honest as well as friendly outstanding and great communication skills.

Dependable, can work without supervision.

Hope to work for your company in the near future.

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WORK EXPERIENCE

Housekeeping

Aria health - Philadelphia, PA - May 2014 to Present

Responsibilities Provided a sanitized and aseptic environment for the safety and wellbeing of patients, visitors, physicians and employees • Performed a range of housekeeping duties including waste removal, dusting, cleaning and cleaning of fixtures and surfaces • Removed soiled linens • Cleaned, sanitized and made of beds • Vacuumed carpets Keep bathroom supplied with paper, towels and soap Maintain Inventory

Housekeeper

Friends Health Behavior - Philadelphia, PA - March 2002 to February 2014

Responsibilities

Provided a sanitized and aseptic environment for the safety and wellbeing of patients, visitors, physicians and employees

- Performed a range of housekeeping duties including waste removal, dusting, cleaning and cleaning of fixtures and surfaces

- Removed soiled linens

- Cleaned, sanitized and made of beds

- Vacuumed carpets

Keep bathroom supplied with paper, towels and soap

Maintain Inventory

Housekeeping

Crown Plaza Hotel - Philadelphia, PA - 2006 to 2010

clean 16 guest rooms daily in a timely matter

House keeping supervisor

Roosevelt Inn - Philadelphia, PA - 2005 to 2005

inspect rooms for cleanliness

oversee staff of ten employees

manage quality control of 107 rooms

Housekeeping Supervisor

Sugarloaf Conference ctr - Philadelphia, PA - 2001 to 2004

inspect rooms for cleanliness

set up and break down of meeting & banquet facilities

inventory control of entire house keeping

scheduling entire house keeping employees

cashier and stock

Family Dollar - 1999 to 2000

crew leader

Burger King - Philadelphia, PA - 1996 to 1999

open store for am shift each day

training of all new hires

customer service and staff scheduling