

# Jennifer Alicea

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Jennifer-Alicea/50e48730ed5e9793](https://www.indeed.com/r/Jennifer-Alicea/50e48730ed5e9793)

Organization and prioritization skills

- Strong interpersonal and communication skills
- Exceptional eye for detail; well organized, skilled in setting priorities
- Fluent in English & Spanish
- Highly effective in promoting a positive, productive environment • Efficient working alone and as a team leader

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Housekeeping

The Franklin Hotel @ Independence Park - Philadelphia, PA - October 2015 to April 2016

Responsibilities

Complete all housekeeping duties , clean all rooms sanitize restrooms dust vaccum change all linens

### Housekeeper

Rodeway inn hotel - Philadelphia, PA - August 2013 to April 2014

Responsibilities

Supervisor of housekeepers making sure check ins and checkouts are cleaned all laundry are washed and dried.Did all housekeeping requirements needed in all floors.

Skills Used

Responsibility, team work , leadership have all rooms done on time

### Housekeeping

Turchi inc - Philadelphia, PA - 2008 to 2012

Responsibilities

Performed all housekeeping duties for a 7th floor facility

Accomplishments

I was able to impress co-workers supervisors and clients with my work

Skills Used

Communication , teamwork , problem solving , leadership, organization , ability to work under pressure , confidence

### Housekeeping

One liberty place - Philadelphia, PA - May 2001 to April 2005

Responsibilities

Performed all housekeeping suites for a 50 floor commercial building

Accomplishments

Got all work done and more at a timely matter , worked as a team leader and helped out in any way that I could

#### Skills Used

Leadership , independent , worked well with others , communication , worked well under pressure

#### EDUCATION

##### **Diploma in General studies**

Thomas Edison - Philadelphia, PA

2001 to 2003

#### SKILLS

Housekeeping (7 years), Administration (5 years)

#### ADDITIONAL INFORMATION

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