

gina kea

Philadelphia, PA - Email me on Indeed: [indeed.com/r/gina-kea/58c95338e808b52c](https://www.indeed.com/r/gina-kea/58c95338e808b52c)

I'm intelligent, responsible & innovative person seeking a position in an established firm requiring attention to detail, professionalism & collaboration/team orientation

To obtain a position that will further my skills as a good team player

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Housekeeping

The Hampton inn - King of Prussia, PA - April 2016 to Present

Responsibilities

Stock up washcloths towels sheets pillow case & blankets. Make sure all items such as soap toothbrush & lotion are on cart. Clean rooms, change bedsheets, vacuum floors & mop bathrooms. Dust, wipe & mop floors & around area.

Accomplishments

To clean rooms within an amount of time frame. Be a team worker & help others when needed.

Skills Used

I used my customer service skills towards the guest with my friendly manner & smile. Helping my co workers to make sure all rooms & assignments are complete.

Mail Handler

Ascendia Usa - 2013 to 2015

Housekeeper

Marriott hotel downtown - 2011 to 2014

Sales Associate

city blue - 2008 to 2011

EDUCATION

South Philadelphia High School

SKILLS

Proficient In Microsoft Word, Excel, Outlook, Menu Link & the internet (3 years), Telephone & Front Desk Reception (2 years), Customer Service (2 years), Filing database & records management (2 years), Excelled in role requiring the ability to handle a variety of customer service, administrative tasks & resolve customer issues with expediency (2 years)