

Colby Lyles

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Colby-Lyles/18e1bc266a99033a](https://www.indeed.com/r/Colby-Lyles/18e1bc266a99033a)

WORK EXPERIENCE

Housekeeping/Server

Best Personnel - Philadelphia, PA - June 2005 to May 2015

Housekeeping-Acknowledges and greets guests in public spaces with a warm, friendly greeting. Reviews daily inventory of rooms, arrivals and departures. Reviews daily inventory of supplies needed to complete the assignments for the day. Cleaning of hotel room/condos including; dusting, vacuuming, changing bed linens, cleaning bathrooms, kitchen area, lobby and common areas, Perform quality cleaning meet required standards within set time limits, Comply with all resort safety guidelines. Pick up trash around hotel or whatever visible. May perform similar duties as requested by supervisor. / Server-Making sure the paying customers has at least a satisfactory dining experience. Being knowledgeable of the menu, ingredients, and how each item is prepared. Being polite, courteous and prompt knowing how to answer or fix a complaint. Working well with others Making sure the dining room is presentable Performing side work task, and some cleaning handling cash, check, and credit cards

Hostess

Sheraton Hotel - Philadelphia, PA - July 2006 to May 2010

Greets customers and make certain that they are seated in the order in which they arrived. Keeping the stand or reception desk clean organized. Make sure all menus are wiped down and free of spots or stains. Make sure entry doors are clean of debris. Check phone reservationists answering machine for messages to assure that all reservations are noted. Plan out seating chart and escort customers to their tables. Check to see that everything was satisfactory. Perform service with a smile at all times

Housekeeper

Hilton - Philadelphia, PA - March 2002 to January 2006

Housekeepers have the basic responsibility of keeping establishment clean, stocked with supplies and well-maintained. Make beds, change linen and stock bathrooms Also responsible for dusting, sweeping, vacuuming and scrubbing floors. Report maintenance requirements to applicable department. Clean 16 to 20 rooms a day

EDUCATION

PHD

South Philly high - Philadelphia, PA
2000 to 2005