

Andrea Lee

Housekeeping Supervisor - Sonesta Hotel Philadelphia/ Formally Crowne Plaza Hotel

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Andrea-Lee/770766177fc1f7c9](https://www.indeed.com/r/Andrea-Lee/770766177fc1f7c9)

To obtain a challenging position with a company that offers that offers me growth while complimenting my past and present work experiences.

WORK EXPERIENCE

Housekeeping Supervisor

Sonesta Hotel Philadelphia/ Formally Crowne Plaza Hotel - Philadelphia, PA - June 2012 to Present

Duties included opening the house assigning Room Attendants duties.

- Inspecting guestrooms and Public areas to ensure cleanliness standards were being met.
- Assisted with the training and development of all housekeeping staff.
- Assisted in converting the hotel from a Crowne Plaza brand to a Sonesta.

Room Attendant / Housekeeping Supervisor

Crowne Plaza Hotel - June 2009 to June 2012

As a Room Attendant I was responsible for cleaning 16 guestrooms to standard daily.

- Became a self-inspector and was promoted to a Housekeeping Supervisor.
- Duties included opening the house, constantly communicated with the Front Office to ensure blocked rooms were ready on time and that any special requests were fulfilled.
- Responsible for inspecting guestrooms, training the room attendants and ensuring they cleaned their rooms to standard.

Housekeeping Manager

Comfort Inn Penns Landing - January 2005 to February 2009

Responsible for achieving and maintaining total hotel cleanliness.

- Responsible for hiring, training and mentoring of all employee's within the department.
- Ordered supplies took inventories to ensure par levels were maintained.
- Also responsible for scheduling and payroll.

EDUCATION

Diploma in management

South Philadelphia High School

1983 to 1986