

Brenda Jimenez

Goal oriented,ambitious,team player,and Leader.

Norristown, PA - Email me on Indeed: [indeed.com/r/Brenda-Jimenez/7e5d633fdbce0ae2](https://www.indeed.com/r/Brenda-Jimenez/7e5d633fdbce0ae2)

I started as a housekeeper 7 yrs. ago at crown plaza city line ave. I quickly became a housekeeping supervisor in six months due to my strong work ethic. since then I have been a supervisor at many hotels I recently supervised at the wyndham gardens in exton.

Authorized to work in the US for any employer

WORK EXPERIENCE

Housekeeping Supervisor

hansen properties inc - Blue Bell, PA - July 2015 to March 2016

Responsibilities

Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.

- Investigates complaints regarding housekeeping service and equipment, and takes corrective action. Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.

- Coordinates work activities among departments.

- Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment. Inventories stock to ensure adequate supplies Housekeeping.

Breakfast attendant too,setup tables food,drinks,make people feel like home,feel happy.

Housekeeping supervisor

Wyndham garden - Exton, PA - October 2014 to June 2015

Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.

- Investigates complaints regarding housekeeping service and equipment, and takes corrective action. Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.

- Coordinates work activities among departments.

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Housekeeping

Housekeeping

Hyatt house - Norristown, PA - November 2011 to March 2013

Responsibilities clean rooms and make sure that our guess are happy whit they stay to give the best customer services from me.

Housekeeping supervisor

staybrige suites - Malvern, PA - May 2011 to November 2011

Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.

- Investigates complaints regarding housekeeping service and equipment, and takes corrective action. Obtains list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.

- Coordinates work activities among departments.

- Conduct orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment. Inventories stock to ensure adequate supplies

Housekeeping Supervisor

Crownie plaza - Philadelphia, PA - May 2009 to November 2010

Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.

- Investigated complaints regarding housekeeping service and equipment, and takes corrective action. Obtain list of rooms to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments.
- Coordinated work activities among departments.
- Conducted orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment. Inventories stock to ensure adequate supplies.

SKILLS

opera program, vision one program, Time and project management, strong leadership, team work, responsibility, multi-tasking, customer services (6 years)