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**OBJECTIVE:** I am seeking a job as a housekeeper.

**HIGHLIGHTS AND QUALIFICATIONS**

- 20+ years experience in waitressing and customer service
- Responsible, hard worker, can be an independent worker, and detail oriented
- Can work under stressful situations, in a team environment or group setting
- Excellent communication skills and work ethic
- Bilingual in English and Spanish

**EMPLOYMENT**

**Late 2012 to Jan. 2013 Zen Home**

- clean private homes, including, vacuuming, dishes, dusting, mopping, sweeping, organizing and taking out trash, laundry, etc

**1989 to May 2012**

**Frutilandia Restaurant - Waitress**

- Take customers orders and phone orders
- Organized orders and food orders
- Communicated well with staff and cooks and customers
- Made sure the orders were correct and customers were satisfied
- Organized take-out orders
- Operated the register, check machine
- Ran various work-related errands as the need arises.
- Communicated in both English and Spanish as needed

Clean up crew

- Organized, mopped, swept, cleaned tables and counters
- Took out garbage as well as cleaned the bathroom
- Made sure everything looked presentable for next business day

Cooking assistance

- Did some assisting in kitchen, prepping food for cooking
- Help make simple dishes, appetizers, sandwiches, and various beverages like espressos and coffee drinks.

Assistant Manager

- Oversaw some restaurant supplies and food orders.
- Assisted with business related calls, billing and scheduling

**1982-1983**

**Besford Hotel**

Housekeeper

- Cleaned the rooms, bathrooms, and guest areas
- Mopped, swept and vacuumed, and cleaned all surfaces
- answered questions and gave directions or assistance to guests
- Emptied and re-bagged garbage bins
- Restocked all toiletries, made the beds, provided clean towels