

Tiffany Gatewood

Los Angeles, CA

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Authorized to work in the US for any employer

Work Experience

Security Officer

Securitas - Santa Clarita, CA

September 2022 to March 2023

- Daily patrol's of interior and exterior building.
- Report writing
- Daily activity log
- Verifying visitor's information
- Login visitors in and out of system
- Front desk duty

PSE Mail Processing Clerk

United States Postal Service - Industry, CA

September 2021 to January 2022

- Ensure all necessary support equipment and materials are organized for sorting.
- Sort outgoing and/or incoming mail using automated equipment.
- Lifting or carrying moderate to heavy mail and packages and prolonged standing.

Laundry Attendant

USC Hotel - Los Angeles, CA

November 2020 to March 2021

- Sorting, washing, drying, pressing, and folding linen's, restocking of laundry room.
- Ability to perform assigned duties with attention to detail, speed, and accuracy. Ability to endure working in area of high temperatures with lint accumulations. Ability to prioritize and organize work

Room Attendant/Laundry Attendant/Front Desk

Extended Stay America - Torrance, CA

June 2020 to November 2020

- Stock and sort supplies.
- Vacuum, clean, dust and polish guest rooms.
- Make beds, change sheets, remove and replace used towels and toiletries.
- Deliver and retrieve items on loan to guests e.g. iron and ironing boards.
- Ensure security of guest rooms
- Duties include sorting, assembling, and wrapping linen packs and restocking as needed. Perform all check-in and check-out tasks.
- Manage online and phone reservations.
- Inform customers about payment methods and verify their credit card data.

- Register guests collecting necessary information (like contact details and exact dates of their stay)
- Welcome guests upon their arrival and assign rooms

Housekeeper

Walk of Fame Hostel - Los Angeles, CA

February 2020 to July 2020

- Cleaning and sanitizing of kitchen, bathroom's, and dressing room's.
- Removal of trash
- Dusting
- Sweeping and mopping of floor's
- Inventory

Room Attendant

Great Wolf Lodge - Garden Grove, CA

January 2019 to September 2019

- Cleaning of guest's room assigned by supervisor
- Cleaning of bathroom
- Restocking toiletries
- Removal of trash
- Changing bed linen
- Dusting
- Restocking of housekeeping cart

Education

High school diploma

California Technical High School - Torrance, CA

June 2002

Skills

- Laundry
- Cleaning Experience
- Load & Unload
- Well-organized, with sharp attention to detail.
- Good reading and writing skills.
- An ability to work individually and as part of a team.
- Good communication.
- Organizational skills
- Commercial cleaning

Certifications and Licenses

Guard Card