

Andrea L Terrell

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Objective

To obtain a position in the housekeeping department utilizing my cleaning expertise to strengthen company operations.

Highlights of Qualifications

- Highly skilled in cleaning rooms and other interior and outside areas
- Able to replenish cleaning supplies and paper products in rest rooms
- Thorough understanding of maintaining rooms in a clean and presentable fashion
- Excellent verbal and written communication skills
- High level of accuracy and attention to detail
- In-depth knowledge of ensuring guestrooms are properly stripped of bed linens and terry, garbage, and debris
- Proven record of performing cleaning duties such as dust, vacuum, clean rest rooms, pick up garbage and things to be shredded
- Thorough understanding of operating cleaning equipment
- Team player with a strong ability to motivate others and resolve conflicts

Experience

June 2009- August 2013

Fairfield Inn Marriott of Seaworld, FL,- Housekeeping

- Managed the linen appropriately by washing, ironing, mend, fold and inspecting. Discard old linens where applicable. Report to supervisors which linens needs to replace to allow them to compile a report for purchases.
- Cleaning, mop and sterilize all the areas in a hospital, including the waiting rooms.
- Replenish the rooms with clean cups, coffee supplies, towels and other bathroom items

October 2006 - May 2009

Airport Marriott, Orlando, FL - Housekeeping

- Disinfect the room with specialized cleaning agents to prevent the spread of germs. Maintain a good appearance of the windows, doors, curtains and other surfaces.
- Make beds and arrange rooms to maintain order and neatness. Additionally, sterilize sinks and toilets, and mop all floors. Report any areas that require repair to supervisors or maintenance staff.
- managed outdoor common areas such as courtyards or parking lots, sweeping up debris and emptying outdoor trash bins.

May 2002- October 2006

Crabtree Marriott. Raleigh, NC- Houseman/Housekeeping

- Managed the linen appropriately by washing, ironing, mend, fold and inspecting. Discard old linens where applicable. Report to supervisors which linens needs to replace to allow them to compile a report for purchases
- Cleaning, mop and sterilize all the areas in a hospital, including the waiting rooms.
- Make beds and arrange rooms to maintain order and neatness. Additionally, sterilize sinks and toilets, and mop all floors. Report any areas that require repair to supervisors or maintenance staff.

Education

Post University, Online - *anticipated Graduation year 2017*

Sanderson Highschool, Raleigh NC - *High School Diploma (June 1985)*

references available upon request