

## ❖ SHIRLEY GUTENBERG

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**OBJECTIVE:** A position as a **Housekeeper**

### PROFILE

- Over two years of experience as a housekeeper in private family setting and hotel
- Very thorough in cleaning; an eye for detail and a commitment to do it right
- Excellent at following directions and instructions; able to work well independently
- Strong interpersonal skills; get along well with people from all backgrounds
- Organized; pride myself on completing tasks and meeting deadlines
- SuperHost and FoodSafe certificates
- Good communication skills in English and Spanish
- Quick and eager to learn and accept new responsibilities
- Positive attitude, friendly and flexible with a strong work ethic

### WORK EXPERIENCE

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| <p><b>Housekeeper</b>, <i>Private family</i>, Winnipeg, MB</p> <ul style="list-style-type: none"> <li>▪ Provided full housekeeping services to a family</li> <li>▪ Vacuumed all carpeted and floor areas</li> <li>▪ Cleaned and sanitized bathrooms and kitchen</li> <li>▪ Dusted, swept and washed floors</li> <li>▪ Did family laundry and ironing</li> <li>▪ Maintained inventory of cleaning supplies and materials and advised client when they needed to be replenished</li> <li>▪ Trusted with keys and alarm codes to client's home</li> </ul> | 2009 – 2010 |
| <p><b>Housekeeper</b>, <i>Best Western Hotel</i>, Winnipeg, MB</p> <ul style="list-style-type: none"> <li>▪ Cleaned guest suites, changed linen and sanitized bathrooms</li> <li>▪ Vacuumed and washed floors, dusted and washed windows</li> <li>▪ Cleaned hallways, ballrooms and public areas</li> </ul>  | 2008        |
| <p><b>Laundry Packer</b>, <i>Tyco Health Services Inc.</i>, Winnipeg, MB</p> <ul style="list-style-type: none"> <li>▪ Packed towels and other supplies for doctors' offices and restaurants</li> <li>▪ Provided customer service; took orders by phone and in person</li> <li>▪ Operated heavy duty laundry machine</li> <li>▪ Sorted stock and supplies</li> </ul>  | 2002        |

### EDUCATION AND TRAINING

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| <p><b>Certificates in SuperHost and FoodSafe</b>, <i>The Career Centre</i>, Winnipeg, MB</p> | 2008 |
| <p><b>ESL Level 5</b>, <i>Winnipeg Continuing Education</i>, Winnipeg, MB</p>                | 2000 |