

Jose Sta. Ana Jr.

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Professional Summary

An experienced and highly organized Assistant Executive Housekeeper with a proven track record of creating and maintaining efficient and productive housekeeping operations in the hospitality industry. Possesses a strong eye for detail and a commitment to providing exceptional service to guests.

Skills

- | | | |
|--------------------|-------------------|-------------------|
| • Staff Management | • Hospitality | • Leadership |
| • Guest Relation | • Room Inspection | • Detail-Oriented |
| • Housekeeping | • Cleaning | |

Experience

Assistant Executive Housekeeping June 2023 - Current

WHISPER CREEK CABIN RENTALS, Valemount, British Columbia

- Manage the operations of the housekeeping department
- Plan and co-ordinate the activities of housekeeping supervisors and their crews
- Conduct inspections to ensure that departmental standards and health and safety regulations are being met
- Select and purchase equipment and supplies, and maintain inventory
- Arrange for maintenance and repair of equipment and machinery
- Hire, train and supervise housekeeping staff
- Maintain financial records and prepare budgets, payroll and employee schedules.

Houskeeping Supervisor April 2009 - June 2023

TANZIFCO COMPANY W.L.L., State of Kuwait

- Assigns workers their duties and inspects work for standard company procedures in cleaning
- 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 and evaluates records to forecast department personnel requirements
- Conducts orientation training and to explain policies and work procedures
- Inventory stocks to ensure adequate supplies and what to purchase
- Makes recommendations to improve service and ensure more efficient operation
- Prepares reports concerning room occupancy, payroll, and department expenses
- Performs cleaning duties in cases of emergency or staff shortage
- Attends staff meetings to discuss new and ongoing company policies and costumers suggestions and complaints
- Issues supplies and equipment to workers.

Salesman/Merchandiser

September 2007 - March 2009

Asia Brewery Incorporated, Pasig City, Philippines

- Keeping the products in proper order and display
- Doing weekly inventory of the stocks
- Purchasing order of the stocks
- Maintaining the quantity level of the stocks
- Keeping the products on date
- (By using FIFO method)

Family Cook and Waiter

June 2003 - July 2007

HRH Princess Sara Bint Naif Bin Abdul-Aziz Al-Saud, Riyadh, Kingdom of Saudi Arabia

- Prepares and serves the food and drinks to the first family and to their guests
- Purchasing and ordering the stocks for the family
- Maintaining the records and availability of the stocks
- Personally taking care about the safety of the food and its expirations
- Maintaining the orderliness and cleanliness of the Prince Villa
- Always meet the expectation of the Royal Family about cleanliness and orderliness.

Salesman/Merchandiser

September 2001 - May 2003

Coca cola Bottlers Philippines Inc., Makati City, Philippines

- Keeping the products in proper order and display
- Doing weekly inventory of the stocks
- Purchasing order of the stocks
- Maintaining the quantity level of the stocks
- Keeping the products on date
- (By using FIFO method)

Sales Representative/Cashier

June 2000 - August 2001

MEGAMELT (Muhlach) Bakeshop, Quezon City, Philippines

- Salesman
- Cashier
- Dealing and selling products to customers
- Ensuring the expiration date.

Position Applying For

ASSISTANT EXECUTIVE HOUSEKEEPING

Educational Background

Studied at Catanduanes State Colleges, Bachelor of Arts Major in Economics. (Undergraduate)

Applicant Signature

Jose L. Sta. Ana Jr.