

Sofia Hernandez

1118 S Park St. Madison, WI 53715 ♦ sofia@gmail.com ♦ 608-244-3911

Supervisor of Housekeeping at Vacation Inn

I would like to apply for the position of supervisor of housekeeping at Vacation Inn. I have 10 years of experience in housekeeping. I was a supervisor for 5 of those years. I am also bilingual (English and Spanish). I am reliable and trustworthy.

Areas of Expertise:

- | | | |
|----------------------------------|--|-----------------------------------|
| √ Bilingual
(English/Spanish) | √ Experience in
housekeeping and
supervising | √ Experience ordering
supplies |
|----------------------------------|--|-----------------------------------|

Experience

Super 10 Hotel, Madison, WI 2008-present

- Train new housekeepers
- Supervise housekeeping staff
- Order supplies
- Manage the housekeeping schedule

Nights Inn, Wisconsin Dells, WI 2005-2008

- Supervised housekeeping staff
- Managed the housekeeping schedule
- Ordered supplies

Buenas Noches Hotel, Acapulco, Mexico 2000-2005

- Cleaned hotel rooms
- Mopped the floors
- Made the beds
- Refilled supplies
- Washed linens

Education

MATC Bilingual Microsoft Office Certificate, 2009

Literacy Network ESL Classes, 2005-2009

MATC ESL Classes, 2005-2009

Mexico City High School, graduated 1999

