

---

# Jane Doe

## Housekeeping Training Manager

---

---

example@email.com ◆ 123-456-7890 ◆ New York, USA ◆ example.com  
linkedin.com/in/example ◆ example.com

---

### Summary

---

Dedicated and experienced Housekeeping Training Manager with a strong background in hospitality management and a proven track record of developing and implementing effective housekeeping training programs. Possesses excellent leadership and management skills, with the ability to motivate and guide staff to achieve their individual goals and improve overall performance. Committed to providing exceptional customer service and maintaining high standards of cleanliness and organization.

---

### Experience

---

#### Housekeeping Training Manager

Hyatt Hotels — New York, USA — Jan 2015 - Present

Overseeing the training and development of housekeeping staff to ensure exceptional customer service and maintain high standards of cleanliness and organization.

- Developed and implemented a comprehensive housekeeping training program, resulting in a 25% increase in staff efficiency and a 30% reduction in guest complaints.
- Conducted regular coaching sessions with housekeeping staff, providing constructive feedback and guidance to improve performance and achieve individual goals.
- Collaborated with the hotel's management team to develop and implement effective housekeeping procedures, resulting in a 20% increase in customer satisfaction ratings.

#### Housekeeping Training Coordinator

Marriott International — Los Angeles, USA — Jan 2012 - Dec 2014

Assisted in the coordination and delivery of housekeeping training programs, ensuring that staff were equipped with the necessary skills and knowledge to provide exceptional customer service.

- Assisted in the development and implementation of housekeeping training programs, resulting in a 15% increase in staff efficiency and a 10% reduction in guest complaints.
- Provided guidance and support to housekeeping staff, helping them to achieve their individual goals and improve overall performance.
- Participated in regular meetings with the hotel's management team to discuss housekeeping operations and identify areas for improvement.

---

### Education

---

#### Bachelor of Science in Hospitality Management

New York University — New York, USA — Jan 2010 - Dec 2012

Hospitality Management — 3.5

---

### Skills

---

Housekeeping Operations — Staff Training and Development — Customer Service — Leadership and Management  
Communication and Interpersonal Skills