

# DINO LAYNO PEPITO

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## SUMMARY

Energetic housekeeping who learns new tasks and concepts quickly while managing time effectively to achieve optimal results. Conscientious and capable of taking initiative. Proficient in routine and deep cleaning.

## HIGHLIGHTS

- Service-minded
- Proactive and detailed
- Organized
- Resourceful
- Safety conscious
- Self-starter
- Dependable
- Hardworking
- Exceptional communication
- Decision making skills

## EXPERIENCE

Oct 2010 to Mar 2012

### Housekeeping Room Attendant

**Victoria Court** – Pasay City, Philippines

- Respond quickly to guest requests for supplies or immediate cleaning.
- Change Linens and provide additional linens to guest.
- Inspect rooms after check-out to ensure vacancy and look for damages or malfunctioning equipment.
- Train new housekeeping personnel on hotel policies and procedures.
- Mentor slower staff to increase speed and reduce errors.
- Assist housekeeping manager with room oversight.

Dec 2014 to current

### Housekeeping Utility

**Princess Cruises** – International Cruise

- State Room steward carts with supplies.
- Checked hotel common areas for cleaning needs and address areas of concern promptly.
- Kept entranceway and front desk areas spotless.
- Swept and vacuumed floors, hallways and stairways
- Replenished guest and amenities.

## EDUCATION

Dates	Course	Name of School
22.March.2010	Hotel & Restaurant Services	DATAMEX Institute of Computer Technology
11.April.2003	High School	Kapayapaan National High School

## CERTIFICATES

Dates	Course	
December 2009	Values Formation, Customer Satisfaction/ Telephone Etiquette	Dannara Hotel
March 2010	Housekeeping NC II	DATAMEX Institute of Computer Technology
	Food and Beverage NC II	DATAMEX Institute of Computer Technology
	PC Operation NC II	DATAMEX Institute of Computer Technology
	Front Office NC II	DATAMEX Institute of Computer Technology
June 2011	Housekeeping	Hoteliers & Seafarer's Skills Corporation

## AWARDS

Dates	Award	Name of Company
March 2012	MODEL EMPLOYEE	VICTORIA COURT HOTEL
August 2012	MODEL EMPLOYEE	VICTORIA COURT HOTEL

