

# CHESTER C. DIONIDO

## HOUSEKEEPING ATTENDANT

### OBJECTIVE

To secure a challenging position of HOUSEKEEPING ATTENDANT in a very reputable organization and a career opportunity to fully utilize my learnings, expertise, knowledge and skills while making a significant contribution to the success of the institution.

### CONTACT

+639271734626

novheldionido@yahoo.com

Block 3 Lot 64 Westwood 6 Kestrel  
St. Pasong Camachille 1, Lancaster,  
General Trias, Cavite, Philippines

### EDUCATION

Secondary Education  
ASIS National High School  
Mendez, Cavite, Philippines  
1997 - 2000

Primary Education  
Panungyan Elementary School  
Mendez, Cavite, Philippines  
1992 - 1997

### EXPERTISE

Housekeeping	Customer Service
Conflict Resolution	Interpersonal Skills
Attention to Detail	Time Management

### RESPONSIBILITIES

- Performs general sweeping, scrubbing, mopping of hardwood, laminate, or tiled floors
- Using vacuuming equipment; vacuums and cleans carpets, perform further treatments such as shampoo or stain-removal as needed
- Performing a range of cleaning tasks including hoovering, dusting, mopping and cleaning washroom facilities
- Clean rooms and bathrooms, performing any combination of the following duties.
- Clean and disinfect restrooms and ensure that soap and paper dispensers are well-stocked.
- Safely handling various chemical and hazardous cleaning substances.
- Moving through cleaning duties very efficiently while maintaining an effective and timesaving routine.
- Adhere to company's safety regulations, guidelines and standards at all times.

### EXPERIENCE

Position: Stateroom Steward (Housekeeping)  
Employer: Norwegian Cruiseline  
Address: NCL 7665 Corporation Center Drive, Miami, Florida, USA  
Tenure: July 31, 2019 - Present

Position: Galley Utility (Dishwasher)  
Employer: Norwegian Cruiseline  
Address: NCL 7665 Corporation Center Drive, Miami, Florida, USA  
Tenure: August 14, 2017 - July 31, 2019

Position: Waiter  
Employer: The Bay Entertainment Club Theater and KTV  
Address: Baclaran, Parañaque City, Metro Manila, Philippines  
Tenure: March 15, 2015 - August 25, 2016

Position: Waiter  
Employer: Asian Entertainment Network  
Address: Baclaran, Parañaque City, Metro Manila, Philippines  
Tenure: May 5, 2008 - August 16, 2014

# CHESTER C. DIONIDO

## HOUSEKEEPING ATTENDANT

### COVER LETTER

Dear Ma'am / Sir,

I would like to introduce myself, I am Chester Caramillo Dionido and I am a candidate for the Housekeeping Attendant position at your company. As a meticulous person with an eye for detail, I am confident that my abilities can be of great value for your institution. I am committed to providing excellent client services and satisfaction at all times.

As someone who greatly enjoys working and has a high level of technical knowledge related to this industry, the opportunity to work with one of the biggest companies is an exciting prospect. I pride myself on my ability to work independently as well as part of a team. I am always willing to take on new challenges and am always learning new skills. I have a strong work ethic and am always on time and ready to work.

As a skilled, self-directed, and reliable professional with experience performing a range of tasks to ensure accuracy, productivity, and efficiency while ensuring compliance to all regulations and guidelines, I possess the knowledge and experience to allow me to contribute toward the success of the company. Given the importance of work within a given community, I am eager to begin work with flagship and put my experience to good use.

Based on the specific list of your requirements for this position, the following are the qualifications that I believe make me a good candidate:

- Ensure security of guest rooms and privacy of guests
- Report issues such as equipment and light bulb damage promptly to supervisor or department manager for immediate action.
- Respond to customer complaints in a positive way and keep the customers satisfied.
- Anticipate guests' needs, respond promptly and acknowledge all guests, however busy and whatever time of day.
- Ensure that rooms are regularly cleaned according to the hotel procedures.
- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Performing maintenance activities related to cleaning (e.g. maintaining cleaning machinery)
- Be familiar with all services / features and local attractions / activities to respond to guest inquiries accurately.

I am a hard worker who is always willing to go the extra mile. I have a strong work ethic and I am always willing to take on new challenges. I am also a team player and I work well with others. I am confident that I can be a valuable asset to your team and I look forward to the opportunity to work with you. Please give me a call at +639271734626. I would love to speak with you about how my expertise can best suit your needs.

Sincerely,

Chester Caramillo Dionido