

# CAMILO C. ALIPIO III

211 Area A Pier 2 Parola Compound, Tonda, Manila, Philippines  
+63 9273398864  
[chamcham.07200@gmail.com](mailto:chamcham.07200@gmail.com)

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Attention: Hiring Manager  
Application for Housekeeping Position

Dear Hiring Manager,

I am responding with enthusiasm to your job posting for a housekeeping. A hard working and energetic employee, I am experienced in all aspects of general housekeeping and deep cleaning and take pride in providing a clean, sanitary and aesthetically pleasing environment. I have enclosed my resume for your consideration.

#### Main Duties and Responsibilities:

- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris, and other refuse.
- Wash windows, interior walls, and ceilings.
- Empty trash cans and other waste containers.
- Sweep, mop, scrub and wax hallways, floors, and stairs.
- Clean snow and ice from walkways and parking areas.
- Cut grass and tend grounds and plants.
- Clean and disinfect washrooms and fixtures.
- Move heavy furniture, equipment, and supplies.

I find it a pleasure to further discuss my qualifications with your good office, especially the kind of contributions that I can give to your company.

Please see my Curriculum Vitae for additional information on my experiences. I am available anytime and can be reached to my contact details as mentioned above. Thank you for your time and consideration.

I wish to meet you in person and look forward for your positive reply. Thank you very much and more power!

Best Regards,

CAMILO C. ALIPIO III

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## CAREER OBJECTIVE

To be part of a community or organization wherein I can demonstrate my skills and knowledge. To exercise my knowledge, my skills and potential are further improved and I am willing to learn more new information to achieve the company's goal quickly and easily.

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## SKILLS & ABILITIES

- Very flexible in the field of working.
  - Willing to work anywhere, anytime and overtime.
  - Fast learner.
  - Computer literate.
  - Teamwork and collaboration.
  - Good Client Services.
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## EMPLOYMENT HISTORY

### Housekeeping

July 2015 – November 2023

Metro Central Mercantile Corp.  
1010 Building A. Mabini St. Ermita, Manila, Philippines

Duties & Responsibilities:

- Keeping facilities and common areas clean and maintained.
- Vacuuming, sweeping, and mopping floors.
- Cleaning and stocking restrooms.
- Cleaning up spills with appropriate equipment.
- Notifying managers of necessary repairs.

### Pump Attendant

January 2014 – November 2014

Metro Oil Subic Inc. (Branch)  
701 A.H. Lacson cor. Fajardo St. Sampaloc Manila, Philippines

Duties & Responsibilities:

- Greet customers in a friendly and courteous manner.
- Provide customers with information about fuel products and other services.
- Handle all cash and credit transactions accurately.
- Check fluid levels and tire pressures.
- Refuel vehicles.
- Collect payments and issue receipts.

### Sales Marketing

June 2013 – December 2013

Zenith Cards  
Unit 1005A Summit One Office Tower 530 Shaw Blvd. Mandaluyong City, Philippines

Duties & Responsibilities:

- Engage in proactive customer service, ensuring information is accessible and responsive to client needs.
- Persistently pursue sales goals, overcoming challenges and adapting to market fluctuations.
- Demonstrate products/services, tailoring presentations to client requirements and management directives.
- Ensure team sales quotas are met within set timeframes.

## Marketing Associates

November 2012 – April 2013

Home Sonics Appliances Center  
Zobel Roxas Ave. Makati City, Philippines

### Duties & Responsibilities:

- Assists the marketing team in their daily tasks
  - Handles administrative tas
  - Engage in proactive customer service, ensuring information is accessible and responsive to client needs.
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## EDUCATIONAL ATTAINMENT

### Tertiary

2009 – 2010 (Undergraduate)

DualTech Electro Mechanics

### Secondary

2003 – 2008

Tondo High School  
Masinop St. Tondo, Manila, Philippines

### Primary

1997 – 2003

Rosauro Almario Elementary School  
Kagitingan St. Tondo Manila, Philippines

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## REFERENCES

### Imelda Dizon

Custom Broker  
Allheydays  
+63 9178593459

### Wilt Barte

Engineer  
Megawide  
+63 9558134535