

EDDIELYN R. DEPUTO

CONTACT

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CORE SKILLS

- Organizational and time management skills
- Proven experience as housekeeper
- Customer-oriented and friendly
- Attention to detail.
- Communication and Interpersonal skills
- Flexibility to work a variety of early and late shifts.
- Ability to work with little supervision and maintain a high level of performance.

AREAS OF EXPERTISE

- Carpet Cleaning and Wood floor polishing
- Sweeping
- Deep Cleaning
- Vacuuming and Mopping
- Window treatment cleaning
- Dusting and Polishing
- Bathroom and Bedroom Cleaning
- Beddings and Towel folding
- Cleaning Chemicals

EDUCATION

Secondary:

Elizalde Academy

President Roxas

S.Y.: 2000-2004

Primary:

Pondol Elementary School

President Roxas

S.Y.: 1994-2000

PROFESSIONAL SUMMARY

A standard driven and detail-orientated Housekeeper who is an expert at creating a welcoming atmosphere and exceeding guest expectations. has an outstanding can-do attitude and the desire to work as a member of a structured team that includes cleaners, room attendants, laundry staff and porters. He can be relied upon to maintain the highest standards of cleanliness, and is someone who has extensive experience of vacuuming, mopping, polishing and maintaining the general up-keep of all communal areas.

WORK HISTORY

2019—

HOUSEKEEPING

2019

TDEV'S

Mandaluyong, Philippines

- Maintaining cleanliness and orderliness.
- Furnishing the room with the necessary amenities and supplies such as bed, linen, appliances, etc.
- Understand room codes in prioritizing room cleaning.
- Proper usage of cleaning chemicals for guestrooms.
- Keeping the area free of safety hazards.
- Maintenance of public areas.
- Attending to service request of house guests.
- Properly complete room assignment worksheet.
- Properly maintain cleaning equipment

2017—

LEAD WOMAN/ TIMEKEEPER

2018

CADRIAN BUILDERS (SUB CONTRACTOR)

Rockwell Makati City, Philippines

- Overseeing the staff, scheduling shifts, delegating, motivating, and managing any conflict
- Approve an employee's timecard at the end of each pay period
- Have visible access to an employee's time worked and leave

April 1, 2016—

COORDINATOR

2017

MJT EMPLOYMENT AND SERVICES PROVIDER

GMA Kamuning, Quezon City, Philippines

- Follow office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
- Greet and assist visitors when they arrive at the office

January 2015—

HOUSEKEEPING

Dec. 2015

SYNERGY ASIA

Wack-Wack Mandaluyong, Philippines

- Clean workspaces, common areas, offices, hallways, and bathrooms
- Sweep, mop, and buff hardwood floors as needed
- Vacuum carpeted areas and furniture
- Dust and polish various surfaces
- Restock bathrooms with supplies
- Empty trash bins
- Keep track of cleaning schedule

Oct. 8, 2014— **PROMO GIRL**

Dec. 31, 2014 **SYNERGY ASIA**

Wack-Wack Mandaluyong, Philippines

- Demonstrate and provide information on promoted products/services
- Create a positive image and lead consumers to use it
- Use lectures, films, charts, and/or slide shows
- Distribute product samples, brochures, flyers etc. to source new sales opportunities

Sept 25, 2010— **COOK/SAMPLER**

Jan, 5, 2011 **IDEAL SPAGHETTI AND MACARONI FACTORY**

- Occasionally serve food
- Maintain a clean and safe work area, including handling utensils, equipment and dishes
- Handle and store ingredients and food
- Maintain food safety and sanitation standards
- Clean and sanitize work areas, equipment and utensils

Jan. 10, 2010— **SALES PROMO**

Aug. 28, 2010 **PRIME CAST**

Arayat St. Mandaluyong City Philippines

- Constantly building product knowledge and delivering this knowledge in engaging ways.
- Setting up attractive product displays and promotional booths.
- Distributing samples and providing feedback for improvement to the management team.
- Meeting daily targets and submitting sales reports

May 5, 2007— **SERVICE CREW**

Dec. 30, 2009 **J and J Restaurant**

Caloocan City Philippines

- Greet customers, record orders, and serve food and beverages with a consistently positive and helpful attitude, including answering questions about the menu.
- Ensure restaurant cleanliness daily by clearing tables, returning trays to the kitchen, sweeping and mopping floors, washing and sanitizing kitchen utensils, and servicing restrooms.