**[Front Desk Housekeeping Supervisor](https://www.postjobfree.com/resume/ad097r/front-desk-housekeeping-stratford-ct)**

**Location:**Stratford, CT

**Posted:**November 19, 2023

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**Resume:**

Kendra Centeno

Stratford, CT 06615

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+1 929 371 8343

Authorized to work in the US for any employer

Work Experience

CLI Spanish interpreter

Cli

2016 to Present

Responsible for listening to, understanding, and translating spoken statements from one language to another language,

Housekeeping Supervisor/Inspector

Marsden South / HBS - Florida

January 2022 to November 2022

My responsibilities is to go check the properties, making sure that they were clean up to code placed orders. Follow up with the clients, making sure that all the complaints were covered. Scheduling payroll and that they report.

Janitorial Manager

Marsden South / HBS - Florida

April 2021 to August 2022

• Manage and supervise

• Inspections of the accounts

• Payroll

• Ordering supplies

• Daily report

•

Maintains store staff job results by coaching, counseling, and disciplining employees

M.D Broadway Electronics LLC - New York, NY

2010 to 2016

New York, NY

• Serves Completes store operational requirements by scheduling and assigning employees; following up on work results.

• Maintains store staff by recruiting, selecting, orienting

• Maintains store staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.

• Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.

• Identifies current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.

• Ensures availability of merchandise and services by approving contracts; maintaining inventories.

• Formulates pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales; studying trends.

• Markets merchandise by studying advertising, sales promotion, and display plans; analyzing operating and financial statements for profitability ratios.

• Secures merchandise by implementing security systems and measures.

• Protects employees and customers by providing a safe and clean store environment Housekeeping Supervisor

Hotel Chandler - New York, NY

2007 to 2010

• Supervise work activities of cleaning personnel to ensure clean, orderly, and attractive rooms in hotels.

• Assign duties, inspect work, and investigate complaints regarding housekeeping service and equipment and take corrective action.

• May purchase housekeeping supplies and equipment, take periodic inventories.

• Screen applicants, train new employees Process payroll via timekeeping system, verify accuracy, and correct errors as needed.

• Obtain bids, complete purchase orders, and maintain par stock for all Housekeeping Department supplies including linen quantity as determined by management

• Conduct walk-through of property as requested. Maintain written standards regarding number and placement of items in guest rooms.

• Perform other job duties as requested or as assigned by any member of hotel management. Front Desk Manager

Preston Hotel Wales - New York, NY

May 2005 to June 2006

• Responsible for room reservation, register arriving guests, assign and answer inquiries hotel services and registration by letter, telephone and in person.

• Respond to guest inquiries, requests and complaints. Compile and check daily record sheets, guest accounts, receipts and vouchers using computerized or manual system, and present statements of charges to departing guests and receive payment

Front Desk Clerk

Radisson Lord Plaza - Baltimore, MD

April 2005 to May 2005

• Responsible for room reservation, register arriving guests, assign and answer inquiries hotel services and registration by letter, telephone and in person.

• Respond to guests' inquiries, requests and complaints. Front Desk Clerk

The Hotel Monaco - Washington, DC

May 2004 to April 2005

• Responsible for room reservation, register arriving guests, assign and answer inquiries hotel services and registration by letter, telephone and in person.

• Respond to guests' inquiries, requests and complaints. Administrative Assistant-Engineering Dept.

• Process form and documents according to established procedures and schedule.

• Maintain filling systems, prepare report and documents, and provide information to Engineering manager.

• Place purchase orders, conduct invoice analysis, and submit to department for payment.

• Field vendor calls regarding inquiries, job costing issues, overpayment, and credit disputes. Director of Special Projects

US Hispanic Chamber of Commerce - New York, NY

1994 to 2004

• Met with sponsors and organizing committees to decide the size and format events, set and monitored budgets and reviewed administrative procedures and progress of events.

• Coordinated services for events, such as the accommodation the transportation of participants, conference and other facilities, catering, signage, display, translation, audio-visual equipment, printing and security.

• Organized the registration of participants, prepared programs and promotional material, and publicized events.

• Marketed events to potential attendees or delegates; set up entertainment and social gatherings for participants.

• Recruited, trained and supervised staff required for events. Approved invoices, maintained financial records and prepared reports.

Education

Associate in Classic Culinary Arts

French Culinary Institute - New York, NY

2001 to 2003

Bachelor's degree

Skills

• Interpreter

• Bi

• Organizational skills

• 60 wpm

• Landmark (5 years)

• Ms office

• Bi-lingual (10+ years)

• Bilingual

• Bilingual Spanish

• Interpreting

• Documentation review

• Customer Service

• Sales

• Microsoft Word

• Microsoft Excel

• Hotel Management (10+ years)

• Property management

• Medical terminology

• Interpretation (10+ years)

• Multilingual

• English (10+ years)

• Janitorial experience

• Culinary Experience

• Computer Literacy (10+ years)

• Event Planning (9 years)

• Supervising Experience (10+ years)

• Leadership (10+ years)

• Pricing

• Administrative Experience

Additional Information

Skills

Great communication, literary and organizational skills. Bi-Lingual (Spanish/English), type 60 wpm, computer literate, internet navigation, software applications: Landmark, MS Office, Landmark0 Certification as professional interpreter