**Kaitlyn Holmes**

100 Main Street, Cityplace, CA, 91019

H: (555) 322-7337

C: (555) 322-7337

example-email@example.com

Professional Summary

I had work in many fields from nanny to restaurants, from restaurants to hotels and vice-verse. I am the kind of person who can do different things depending on the job. I learn fast but I also like to ask questions when I’m not sure of how the job is done.

Skills

|  |  |
| --- | --- |
| * Bilingual in spanish
* Food handling training
* Positive attitude
* Active listener
* Cheerful and energetic
* Emotionally supportive
* Mother of [1]
* Diaper changes and feedings
* Self-sufficient
* Fast learner
* Personable and friendly
 | * Positive attitude
* Active listener
* Focused
* Adaptable
 |

Work History

**Cook Assistant**,   09/2011 to 05/2013

  **Marleys monster pizza** – Clearwater, FL

* Maintained daily cleanliness of broiler and fryers.
* Supported all kitchen operations when chef was absent.
* Assisted in maintaining preparation and service areas in a sanitary condition
* Cleaned and inspected galley equipment, kitchen appliances, and work areas
* Cleaned and organized eating, service, and kitchen areas
* Cleaned and sterilized equipment and facilities

**Housekeeper**,   03/2008 to 08/2008

  **La Quinta** – Clearwater, FL

* Removed waste paper and other trash from the premises to designated area.
* Vacuumed rugs and carpeted areas in offices, lobbies and corridors.
* Dusted picture frames and wall hangings with a cloth.
* Changed bed linens and collected soiled linens for cleaning.
* Verified that all storage areas and carts were clean and organized
* Transported cleaning products and equipment to and from the utility rooms.
* Moved chairs, desks and beds around rooms to clean behind and underneath them.
* Verified that all storage areas and carts were clean and organized.
* Returned emptied garbage receptacles to their proper locations.
* Accepted accountability for all assigned building keys, master keys and access cards.

Education

**High School Diploma**: 2000

  **Brooklyn International High School** - Brooklyn, NY