

# Corrie Highlander

Housekeeping Supervisor

✉ [corrie.highlander@gmail.com](mailto:corrie.highlander@gmail.com)

☎ (246) 363-6969

📍 W. Maple Street, Laramie,  
Wyoming 82072

## Education

### High School Diploma at Laramie High School

Sep 2013 - May 2017

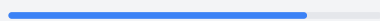
I have learned how to write essays, how to do research, and how to cite sources.

## Links

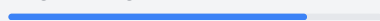
[linkedin.com/in/corriehighlander](https://www.linkedin.com/in/corriehighlander)

## Skills

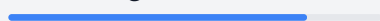
Cleaning



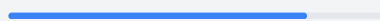
Organizing



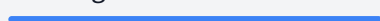
Scheduling



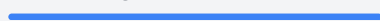
Supervising



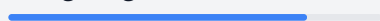
Training



Inspecting rooms

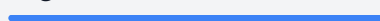


Delegating tasks

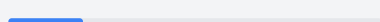


## Languages

English



Mandarin



## Hobbies

Organizing

Cleaning

Cooking

## Profile

I have over 5 years of experience as a Housekeeping Supervisor in the hospitality industry. I am experienced in overseeing housekeeping operations and ensuring that all areas are clean, tidy and comfortable for guests. I have excellent organisation skills and can prioritise tasks efficiently to ensure that deadlines are met. I am also able to train new staff members in housekeeping procedures and help with any queries they may have. Excellent customer service skills are essential in this role, as is being able to work well under pressure.

## Employment History

### Housekeeping Supervisor at Marriott International, WY

Jun 2022 - Present

- Led a team of 20 housekeepers and ensured all rooms were cleaned to hotel standards.
- Trained new housekeepers on proper cleaning techniques and procedures.
- Implemented new cleaning schedule that increased efficiency by 30%.
- Inspected guest rooms daily and addressed any issues with staff.
- Created monthly report on departmental budget and staffing levels.

### Housekeeping Associate at Hilton Worldwide, WY

Aug 2017 - May 2022

- Cleaned an average of 15 rooms per day.
- Ensured all rooms were cleaned to company standards.
- Restocked linen closets and cleaning supply carts.
- Reported any maintenance issues to supervisor.
- Received positive feedback from guests.

## Certificates

### Certified Housekeeping Supervisor (CHS)

Sep 2020

### Certified Environmental Services Technician (CEST)

Sep 2019

## Memberships

American Hotel & Lodging Association

International Executive Housekeepers Association