

CORTLYN LEYES

Laundry Attendant

cortlyn.leyes@gmail.com

(361) 435-1452

Broad St, Durham, NC 27705



PROFILE

I am a laundry attendant with over 1 year of experience. I have worked in various settings, including hotels, hospitals, and nursing homes. I am responsible for sorting clothes, loading them into washers and dryers, and folding them after they are finished. I take pride in my work and ensure that all items are clean and free of wrinkles before returning them to guests or patients. In addition to my laundry duties, I also perform general housekeeping tasks such as vacuuming floors and dusting surfaces

LINKS

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

SKILLS

Laundry machines

Stain removal

Fabric care

Ironing

Folding and packaging clothes for customers

Dealing with customer inquiries and complaints

LANGUAGES

English

Mandarin

EMPLOYMENT HISTORY

● Lead Laundry Attendant at The Laundry Attendant, NC

May 2022 - Present

- Led a team of laundry attendants in sorting, washing, and drying hotel linens and towels.
- Monitored inventory of laundry detergent, bleach, and other cleaning supplies.
- Trained new laundry attendants on proper use of equipment and safety procedures.
- Kept track of linen usage to ensure cost-effective operation of the laundry room.
- Maintained cleanliness of the laundry room at all times.

● Laundry Attendant at The Laundry Room, NC

Jul 2021 - Apr 2022

- Washed and pressed an average of 150 items per day.
- Maintained cleanliness and organization of the laundry room at all times.
- Followed all safety protocols when handling chemicals and operating machinery.
- Kept up with inventory of laundry supplies and alerted management when stock was low.
- Successfully completed all required training courses.

EDUCATION

High School Diploma at East Carolina University, NC

Aug 2016 - May 2021

I have learned to be organized, to manage my time, and to study effectively.

CERTIFICATES

Certified Laundry Attendant (CLA)

Aug 2020

Certified Hospitality Housekeeping Professional (CHHP)

Sep 2018

MEMBERSHIPS

American Hotel & Lodging Association

International Association of Hotel Housekeeping