

JEREMY JOSEF

EDUCATION

Mercury Colleges, Sydney, NSW

Ageing Support IV

- Taking up Certificate IV

Global Institute, Sydney, NSW

Leadership And Management, 04/2021

- Finished Certificate IV
- Diploma
- Advanced Diploma

PROFESSIONAL SUMMARY

Friendly student available for weekend, evening and holiday shifts. Flexible part-time availability to work nights, weekends and holidays. Enthusiastic team player ready for challenging work.

SKILLS

- Team Support and Collaboration
- Professional and Courteous
- Guest Request Response

WORK HISTORY

ROOM ATTENDANT 09/2021 to Current

Empire Hospitality (Hilton Sydney Hotel), Sydney, NSW

- Removed bed sheets and towels from rooms and pre-treated stains to maintain and restore linen condition.
- Engaged with guests on room requirements and amenities to promote overall satisfaction.
- Changed bed linens and collected soiled linens for cleaning.
- Responded to requests from patrons for linens and toiletries.
- Restocked room supplies such as facial tissues for personal touch with every job.
- Replenished guest room water glasses, toiletries, and paper products.
- Responded to guest requests for assistance, toiletries and personal care items.

HOUSEPERSON 12/2018 to Current

Empire Hospitality (Hilton Sydney Hotel), Sydney, NSW

- Disposed of trash and recyclables each day to avoid waste buildup.
- Rotated mattresses regularly to prevent sagging and promote guest comfort.
- Reported found guest articles and merchandise damage to managers on duty.

- Emptied waste paper and other trash from premises and moved to appropriate receptacles.

CLEANER 06/2020 to 02/2021

ASCC (Woolworths , Eastwood), Eastwood , NSW

- Handled equipment, chemicals and materials properly and with caution.
- Delivered quality customer service to address urgent needs and cleaning requests.
- Used time management and efficient cleaning methods to meet deadlines.
- Adhered to safety protocols, resulting in zero complaints, hazards or lost-time accidents.
- Emptied trashcans and transported waste to collection areas.
- Organized and used industrial cleaning products following strict safety procedures.
- Responded immediately to calls from personnel to clean up spills and wet floors.
- Maintained cleanliness of restrooms by washing down and properly sanitizing walls, floors and toilets.

ADMIN OIC 01/2015 to 07/2018

NJL ICONCEPTZ Printing Services, Marikina , Philippines

- Organized logistics and materials for each meeting, arranged spaces and took detailed notes for later dissemination to key stakeholders.
- Established administrative work procedures to track staff's daily tasks.
- supervising staff on field work
- responsible operating sticker and tarpaulin machine

INSPECTOR OFFICER 09/2013 to 01/2015

Rajja Security Services Corporation, Cainta , Philippines

- Responsible on inspecting the welfare of the security guards
- Oversaw daily monitoring and patrolled buildings, grounds, and work sites.
- checking and inventory of agencies property on the designated work sites such as handheld radios, ammo, hand guns etc.