

Alice Blackmon

A hardworking multitasker willing to learn all and any new positions

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Willing to relocate to: Minneapolis, MN - Maple Heights, OH

Authorized to work in the US for any employer

Work Experience

Executive Housekeeper

Staybridge Suites - Rochester, MN

October 2017 to Present

Inspect all guest rooms for cleanliness

Print boards

Make keys

Report daily to the AGM

Executive Housekeeper

Best Western - New Albany, MS

March 2015 to July 2017

Check guestrooms for cleanliness, prepare assignments for employees, make employee schedules, assign Keys in and out each day and train new employees.

Owner

Impact Tax Service - New Albany, MS

January 2008 to April 2017

I opened my own tax service in 2008.

I prepared taxes for clients.

Housekeeper/Front Desk Clerk

New Albany Inn - New Albany, MS

June 2015 to July 2016

Responsibilities

Cleaned guest rooms/ checked guest in and out and assisted with any complaints or discrepancies that arose.

Skills Used

Customer service, multitasking and people skills

Housekeeper

Holiday Inn - Olive Branch, MS

January 2016 to May 2016

Responsibilities

Clean guest rooms make beds mop sweep clean bathrooms

Accomplishments

Trained 6 New employees and achieved employee of the month 3 times.

Skills Used

Time management - I Performed my duties in a timely manner to help keep payroll to a minimum.
Customer service skills- greeted all guest with a friendly smile. Team player-helped my co-workers with they're work so we could all complete our assignments in a timely manner

Executive Housekeeper

Hampton Inn - New Albany, MS

September 2009 to March 2015

Inspect rooms

Issued out Keys

Prepare housekeeping assignments

Interview, hire and train new employees, prepare employees work schedule each week

Assist with any duties not being met

Cashier/Customer Service

Lowe's - New Albany, MS

November 2013 to October 2014

Responsibilities

Assisted customers with purchases

Assisted in all areas of the store when customers needed help

Accomplishments

Being a great employee to my supervisors and to my customers

Accomplished a new task everyday and learned how to achieve my goals that I set on the job

Skills Used

Customer service skills

Multitasking skills

Time management skills

Housekeeping Supervisor

Baymont Inn and Suites - Tupelo, MS

August 2011 to January 2013

Responsibilities

Checked guest rooms

made keys for housekeepers

prepared rosters for housekeepers

cleaned rooms when necessary

Accomplishments

I started out as a housekeeper and moved up to a supervisor in 1 month.

Skills Used

Customer service skills
Multitasking skills

Assistant Store Manager

Jackson Hewitt Tax Service - Peoria, IL
January 2002 to April 2007

Responsibilities

Prepared taxes for clients
open and closed store
checked all tax returns for accuracy

Accomplishments

Went from being a tax prepare to becoming the assistant store manager in 4 months

Skills Used

Customer service skills
time management skills
Management skills

Housekeeper/Executive Housekeeper

Holiday Inn - New Albany, MS
August 1996 to September 2005

Cleaned guest rooms
Washed and fold laundry
Checked rooms for cleanliness
Assited anywhere I was needed

Education

Criminal Justice with a concentration in Human resources

CTU - Denver, CO
August 2015 to May 2017

None in Accounting

Everest University - Miami, FL
2012 to 2014

Skills

Clerical,multitasking,management skills,typing skills 60 wpm