

# Helen Cole

## Residential Housekeeper

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helenrcole@email.com

United States, Fort Wayne, IN



Detail-oriented residential housekeeper with over 6 years of expertise in maintaining cleanliness and organization in private homes. Known for a strong work ethic, excellent time management, and a commitment to high standards of cleanliness and organization. Skilled in deep cleaning, laundry, and household management.

### Experience

July 2020 - Now

#### Residential Housekeeper

Bybee Family / United States, Fort Wayne, IN

- Perform daily cleaning tasks including dusting, vacuuming, mopping, and sanitizing surfaces.
- Manage laundry services, including washing, drying, ironing, and folding clothes.
- Organize and maintain household spaces such as closets, pantries, and storage areas.
- Prepare guest rooms and ensure all living areas are ready for visitors.
- Handle special cleaning projects such as deep cleaning kitchens and bathrooms.
- Restock household supplies and maintain inventory of cleaning products.
- Provide pet care, including feeding, walking, and grooming as needed.

May 2018 - May 2020

#### Residential Housekeeper

Private Household / United States, Fort Wayne, IN

- Conducted regular cleaning duties, ensuring all areas of the home were immaculate.
- Assisted with meal preparation and kitchen cleanup.
- Coordinated with other household staff to ensure seamless daily operations.
- Provided childcare support, including supervising activities and maintaining a safe environment.
- Managed household waste and recycling processes.
- Ran errands including grocery shopping and dry cleaning pickups.

### Education

Fort Wayne High School, 2018

#### Skills

Deep Cleaning ●●●●●

Laundry and Ironing ●●●●●

Pet Care ●●●●●

Basic Childcare ●●●●●

Discretion and Confidentiality ●●●●●

Disinfecting Surfaces ●●●●●

Grocery Shopping ●●●●●

#### Languages

Italian (intermediate)