**Hotel Manager Resume Sample 1**

**Elisia Kilmartin**  
567, Tipwater Street, Rocky Grove, Illinois 78456  
*elisia.kilmartin@email.com*  
783-897-8489

**A. Summary**

I am a recent graduate with a degree in hospitality and management. Throughout my time in school, I worked full time at various hotels and restaurants in my area. During these years, I developed a strong understanding of day-to-day operations within the hospitality environment. Currently, I would like to find a position where I can take my skills to the next level in an entry-level hotel management position. I believe your company is the perfect workplace for me, and I think we can both benefit from each other's experience and skills.

**B. Working Experience**

**August/2016 - December/2018 — B. Rutherford Hotel & Bar, Twin Valleys, Illinois**

**Responsibilities:**

* Checking in guests and making reservations for regular clients
* Cleaning the lobby and helping run lobby events
* Assisting in other areas of the hotel when necessary

**Achievements:**

* Received regular raises and promotions, and trained new employees upon the start of their new jobs
* Saw my responsibilities increase rapidly during my time at the hotel
* Maintained great relations with many of the regular clients of the hotel and bar

**January/2014 - December/2018 — Green Skillet Restaurant, Lake Town, Minnesota**

**Responsibilities:**

* Assisted in seating and placing customers upon their entry into the restaurant
* Performed all duties carried out by a restaurant server
* Assisted in the kitchen when the restaurant was understaffed

**Achievements:**

* Became the favorite server of many regular customers
* Got regular raises and promotions
* Became *head server* and helped others learn the necessary functions of the job

**March/2012 - August/2014 — McGranger Hamburgers, St. Paul, Illinois**

**Responsibilities:**

* Prepared food for guests
* Received and communicated orders from the front desk and the drive-thru window
* Handled returns and other customer concerns

**Achievements:**

* Received regular promotions and became a shift leader
* Voiced recommendations for new management and leadership ideas
* Developed strong relations with the store’s regular guests

**C. Education and Academic Training**

Southeastern Minnesota University, Bachelor of Arts in Hospitality and Management, August 2014 - May 2018 (GPA: 4.0 — *Summa Cum Laude*)

**D. Job Related Skills**

* Customer relations and management
* Event coordination and community outreach
* Understanding of and experience promoting local tourism and culture
* Leadership and decisive attitude

**E. General Skills**

* Understanding of Windows, Mac OS x, and commercial Linux operating systems
* Knowledge of popular scheduling and management software
* Adept with social media and online promotion