

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