# **Hotel Receptionist Resume Example**

Gale Richards

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**Profile:**

A dynamic and attentive individual with strong skill in interpersonal and customer service possesses four years of experience in the area of expertise.

**Summary of Qualification:**

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| --- | --- |
| * Verbal and Written Communication
* MS Office Proficiency (Word, Excel, PowerPoint, and Access)
* [Database Management](http://writenwrite.com/dba-cover-letter-sample.html)
* Organizing and [Management](http://writenwrite.com/management-consultant-resume-example.html) Skill
* Client Relation
* Telephone Reception
 | * [Office Administration](http://writenwrite.com/office-coordinator-cover-letter-sample.html)
* Professional [Correspondence](http://writenwrite.com/correspondent-resume-example.html)
* Process Improvement
* Confidentiality and Complaint Handling
* Records Management
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**Accomplishment:**

* Attended a “Hotel and Tourism in Canada Seminar” in Toronto, Canada in January 2009
* Received “Best Employer of the Month” in organization in July 2010, and January 2011

**Education Background:**

*High School Diploma (2005)*
*Weber* [*High School*](http://writenwrite.com/high-school-student-cover-letter-example.html)*, Brooklyn, NY 21113*

* Always achieved the best 20 scorer in school

**Career Experience:**

*Anderson Hotel, New York City, New York 12211*
*Hotel Receptionist (2010 – till date)*

* Organizing guest book and guest room
* Calming down customer’s disappointment with the help from related department

*Anderson Hotel, Miami, FL 22233*
*Hotel Receptionist (2009 – 2010)*

* Managing the room organizing
* Giving information regarding the room to the customers