Terrence Calvert

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Career Objective

Seeking employment as a hotel sales manager to put to use my skills in negotiation and management

Educational Background

BS Business Management

Birmingham Business School, Birmingham University, 2003

Work Experience

2008-2010: Hotel Sales Manager, XYZ Hotel

Responsibilities

* Assessed sales accounts prepared and maintained by other employees
* Met up with prospect clients to endorse the hotel facilities and services
* Closed deals and prepare paperwork
* Delegated tasks to employees regarding team-ups with associates and their events

2004-2006: Assistant Hotel Sales Manager, XYZ Hotel

Responsibilities

* Assisted the Hotel Sales Manager in filing and accomplishing paperwork
* Disseminated information to hotel staff regarding events to be catered to
* Done other duties as assigned

Skills

* Good planning and organizing skills
* Extensive experience in sales and negotiation
* Knowledgeable in Microsoft Office programs and the internet
* Good outsourcing and communication skills
* Detail oriented with good leadership qualities
* Updated with hotel management and sales strategies