

Jane D. Jones
123 Main Street, Anytown US 12345
(123) 456-7890 (H) (555) 555-5555 (C)
[*email@yahoo.com*](mailto:email@yahoo.com)

WORK EXPERIENCE

*1992-2010 **Hotel Manager***
GHI Company

- *scheduling*
- *bank deposits*
- *staffing*
- *light maintenance*
- *paper work*
- *office duties*
- *light landscaping*
- *customer service*
- *payroll*

*2006-2010 **Hotel Manager***
XYZ Corporation

- *Daily Operations/Sales*
- *Payroll*
- *Supervise a team of 8-12 employees*
- *Guest Reservations*
- *Group and Company Reservations*
- *Direct Billing and Credit Card Authorizations*
- *Invoices*
- *Guest Services*

2002-2006 **Hotel Manager**
DEF, Incorporated

- *Assume authority of hotel at all times.*
- *Plan work Schedules.*
- *Deal with customer complaints and queries.*
- *Address customer problems as well as trouble shoot.*
- *Complete knowledge of hotel operations.*
- *Meet and greet customers.*
- *Hire and recruit team members and fire as needed.*

EDUCATION

6/07 **New York University**
New York, NY
Client Records Management Certification

11/06 **University of California**
San Diego, CA
Addiction Counseling Skills Certification

SOFTWARE/SYSTEM SKILLS

- *Microsoft Word*
- *Excel*
- *Power Point*
- *10 Key*
- *Cash Register*
- *Computer*
- *Email*
- *Internet*