# 最新酒店文员英文简历

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*Sandy Lin 15/F,TOWER2 ,BRIGHT CHINA,BUILDING1,BEIJING.　　OBJECTIVE:　　To contribute developed customer relations and admin...*

Sandy Lin 15/F,TOWER2 ,BRIGHT CHINA,BUILDING1,BEIJING.

　　OBJECTIVE:

　　To contribute developed customer relations and administrative skills to a challenging in a hotel.

　　SUMMARY OF QUALIFICATIONS:

　　Developed interpersonal skills,having dealt with a persity of clients,professionals and staff members.

　　Detail-and goal-oriented.

　　Function well in high-stress atmosphere.

　　Knowledgeable on both EECO and APTEC computers systems.

　　CAREER HISTORY

　　1992-Present THE OLIVER HOTEL,Whitewater,KS

　　Hotel Clerk

　　Resolved guests\' needs.Controlled reservation input utilizing EECO computer system.Handled incoming calls.Maintained daily reports involving return guests，corporate accounts,and suite rentals.Inspected rooms.

　　1988-1991 WALDEN HOTEL,Walton,KS

　　Hotel Clerk

　　Trained personnel.Handled telephone,international fax and telex bookings.Maintained daily and monthly reports tracking demands and guaranteed no-show billing.Utilized APTEC computer for inputting group booking and lists.

　　1986-1987 WALDEN HOTEL,Walton,KS

　　Sales Associate

　　Assisted customers.Maintained stock.Opened/closed shop.Tracked best selling novels,and made recommendations to customers.

　　1983-1985 BETHEL COLLEGE,North Newton,KS

　　Secretary

　　Responsible for general clerical duties.Resolved inquiries.Assisted in locating guest speakers.

　　EDUCATION

　　BETHANY COLLEGE,Lindsborg,KS

　　Bachelor of Science;Sociology,1983

　　PREFERENCES

　　Furnished upon request.

　　Candidate\'s customer relations and administrative skills,essential in the hotel/hospitality field,are emphasized throughout the resume.

　　Education is de-emphasized because candidate\'s work history is strong.

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