

LEWIS HANEY

268 N. 18th St.
Santa Fe, NM 87504
123-555-3423
123-555-2212
yourmail@email.com

Objective: A position of manager in a reputed Hotel.

Qualifications

- ◇ Strong background in all phases of hotel management.
- ◇ Effective communication skills, both written and verbal.
- ◇ Strong training skills.
- ◇ Able to coordinate multi-faceted tasks involved in managing a large hotel.
- ◇ Trained in all areas of hotel functions.
- ◇ Proven record of working within a budget.

Experience

Fairfield Hotels Santa Fe, NM
Assistant Manager 2000 to Present

- ◇ Executed daily operations of a 450 room hotel, including supervision of housekeeping, kitchen, maintenance and office staff.
- ◇ Maintained high standards of excellence.
- ◇ Hired and participated in monitoring training of hotel staff.
- ◇ Directly responsible for hotel sports bar.
- ◇ Worked with chef on semi-annual menu changes, addition of daily specials to the menu, introduction of regional dishes to the menu.
- ◇ Integrated management directives into hotel functioning.
- ◇ Maximized hotel restaurant seating.
- ◇ Worked with graphic designer on sports bar menu design, sports bar promotional materials.
- ◇ Coordinated holiday buffet planning, including menu planning, newspaper ads, radio spots.

Fairchild Hotel Santa Fe, NM
Restaurant Manager 1997 to 2000

- ◇ Responsible for daily functioning of 150 seat hotel restaurant.
- ◇ Hired waiters, busboys, cashiers, kitchen staff.
- ◇ Worked closely with chef in ordering from a variety of vendors.
- ◇ Made and maintained a yearly budget.
- ◇ Coordinated restaurant activities on a daily basis with the Food and Beverage Director.

La Hacienda Hotel

Assistant Office Manager

Santa Fe, NM

1995 to 1997

- ◇ Supervised and trained desk clerks, billing clerks, front office staff.
- ◇ Worked with manager in supervising daily operations.
- ◇ Responsible for dealing with all customer complaints, problems, needs.

Education

New Mexico State University

Bachelor of Arts in Business Administration

Santa Fe, NM

1995

References: Available upon request