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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

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|--------------------|--|--------------|
| 2000 to Present | Fairfield Hotels <i>Assistant Manager</i> | Santa Fe, NM |
| | <ul style="list-style-type: none">• 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. | |
| 1997 to 2000 | Fairchild Hotel <i>Restaurant Manager</i> | Santa Fe, NM |
| | <ul style="list-style-type: none">• 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. | |

1995
to 1997

La Hacienda Hotel
Assistant Office Manager

Santa Fe, NM

- 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

1995

New Mexico State University
Bachelor of Arts in Business Administration

Santa Fe, NM

References: Available upon request