

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

Santa Fe, NM

Assistant Office Manager

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

Santa Fe, NM

Bachelor of Arts in Business Administration

1995

References: Available upon request