

Daniel Bunting
1 23rd and 5th Street
New York
999-999-9999
danielbunting@xyz.com

Objective: Interested in the position of a Hotel Concierge with a reputed Hotel/Resort.

Experience: Supreme Palms Resort Palm Beach, FL
Hotel Concierge 2008 to Present

- Picked up and delivered items, and ran errands for guests.
- Carried out unusual requests such as searching for hard-to-find items and arranging for exotic services such as hot-air balloon rides.
- Made dining and other reservations for patrons, and obtained tickets for events.
- Made travel arrangements for sightseeing and other tours.
- Received, stored, and delivered luggage and mail.
- Provided information about local features such as shopping, dining, nightlife, and recreational destinations.
- Arranged for interpreters and translators when patrons required such services.
- Performed office duties on a temporary basis when needed.
- Arranged for the replacement of items lost by travelers.
- Planned special events, parties, and meetings, which included booking musicians and celebrities to appear.
- Answered the hotel telephone in professional manner.
- Took down telephone messages accurately for hotel guests.
- Display a warm friendly, professional greeting to all who enter the Hotel.
- Maintain a log book for guest requests and followed up on them.
- Handle customer and tenant requests for information and services.

Education: Riverside High School Palm Beach, FL
High School Diploma 2003

Languages:

Fluent in English, French, Spanish & German.

References: Available upon request