

Brandon Stien
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Objective: Interested in a challenging position as a Hotel Sales Executive with a reputed hotel.

Experience: The Three Palms Resort Las Vegas, NV
Hotel Sales Executive 2009 to Present

- Contacted representatives of corporates, business associations and social groups to solicit business for hotels, motels, and resorts.
- Met existing hotel customers to determine their needs and solicit further business.
- Analysed prospective untapped markets to generate revenue for the hotel.
- Assisted the sales manager and director in implementing sales strategies.
- Reviewed information on sales meetings, conventions, training classes, overnight travel and other functions held by organization members to select prospective customers for hotel services.
- Called on prospects to solicit business, analyzed requirements of function, outlined available hotel facilities and services offered and quoted prices.
- Verified reservations by mail, drew up contract and obtained signatures.
- Conferred with customers and hotel department heads to plan function details such as space requirements, publicity, time schedule, food service and decorations.
- Served as convention advisor and coordinator during function to minimize confusion and resolve problems.
- Selected and released hotel publicity.
- Prepared and mailed advance brochures to prospective customers.

Education: State University of Nevada las Vegas, NV
Bachelors in Business Administration 2009

References: Available upon request