
Accommodation Officer Resume

Job Objective

Seeking long-term Accommodation Officer Position in which my professional experiences and special qualifications will help encourage the growth of both my organization and myself.

Highlights of Qualifications:

- Good understanding of student accommodation and University systems
 - Ability to arrange laundry and linen supplies
 - Ability to ensure that hygiene and health and safety regulations are met
 - Ability to arrange repairs and maintenance of rooms
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Professional Experience:

Accommodation Officer

ACT Health, Warrensville Heights, OH

August 2005 – Present Established Management Information System.

Maintained student rent accounts and aided sales and marketing.

Formulated statistics and documentation.

Aided establishment of accommodation strategy.

Coordinated with students and warden staff.

Aided supervision and recruitment of temporary staff. Accommodation Officer

A. G. Enterprises, Warrensville Heights, OH

May 2000 – July 2005 Managed accommodations for the students.

Handled recruitment of new students.

Imparted customer service to current students.

Education:

Associate Degree in Hospitality Management

Mott Community College, Flint, MI

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