
Banquet Porter Resume

Job Objective

Seeking the right company in which to fill the position as Banquet Porter and put my skills and experience to work.

Highlights of Qualifications:

- Wide experience in banquet management
 - Deep knowledge of room set-up styles
 - Profound knowledge of banquet meeting set-up standards
 - Familiarity with guest services
 - Ability to respond to guest needs
 - Ability to calculate discounts and percentages
 - Ability to work under tight timelines
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Professional Experience:

Banquet Porter
Fairmont Hotels & Resorts, Tucson, AZ
August 2007 – Present

- Assisted in setting banquet rooms as per customer specifications.
- Performed vacuuming and cleaned walls and doors.
- Performed storage and inventory control of banquet room supplies.
- Refilled water, removed dirty plates, replaced linens and emptied trash.
- Maintained banquet room clean and organized.
- Delivered convention material to designated location as per customer request.
- Reported any damages and unsafe conditions to management promptly.

Banquet Porter
Hyatt Hotels, Tucson, AZ
May 2004 – July 2007

- Prepared banquet rooms for social and corporate events.
 - Reviewed and executed banquet event orders.
 - Assisted in setting tables, chairs and other banquet equipment.
 - Supervised catering duties based on customer requirements.
 - Maintained banquet equipment in good working conditions.
 - Inspected banquet rooms for any repairs and replacements.
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Education:

High School Diploma
Fontana High School, Fontana, CA

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