
Door Attendant Resume

Job Objective

To obtain a Door Attendant position that will promote growth, stability and opportunity for advancement.

Summary of Qualifications:

- Great experience working experience as Door Attendant
 - Excellent ability of maintaining a neat, clean and well-groomed appearance
 - Ability to answer phones, monitor emergency call system, and secure doors
 - Ability to Escort guests to the Front Desk
 - Profound ability to drive and hold a valid Driver's License
 - Ability to drive standard and automatic transmission vehicles
 - Good verbal and written communications skills
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Work Experience:

Door Attendant, August 2005 to till date
Red Lion Hotels, Fontana, CA

- Greeted and welcomed all guests to the hotel.
- Took considerate care to store luggage upon request.
- Assisted in loading and unloading luggage.
- Communicated with guests using a positive and attentive speaking voice.
- Answered questions and offered aspiring options such as hotel outlets and services.
- Ensured work area and motor lobby were cleaned at all times.

Door Attendant, May 2000 to July 2005
Starwood Hotels, Fontana, CA

- Represented the hotel at the main entrance.
 - Greeted all guests in a polite manner.
 - Assisted in opening car doors for arriving and departing hotel customers.
 - Maintained driveway traffic flow to allow main hotel entrance accessibility.
 - Ensured sufficient space for passenger luggage and offered luggage assistance to all guests.
 - Examined luggage tags and provided claim tickets that ensured appropriate delivery.
 - Retrieved luggage from luggage storage for guests checking out of the hotel.
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Education:

Associate Degree in Hotel Management, Grand Canyon University, Arizona, AZ

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