
Door Greeter Resume

Job Objective

To obtain a Door Greeter position in a highly reputed organization.

Highlights of Qualifications:

- Excellent experience in monitoring retail sales activities and preparing reports
 - Sound knowledge of managing activities of staff members
 - Profound knowledge of greeting customers with appropriate courtesy
 - Ability to manage emergency situations effectively within hotel
 - Ability to implement payroll procedures as per regulations
 - Proficient in speaking and writing English
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Professional Experience:

Door Greeter
Affinity Gaming Inc., Frankfort, KS
August 2012 – Present

Responsibilities:

- Greeted every guest coming to the facility in a friendly manner efficiently.
- Monitored every guest coming in to the casino and checked for signs of intoxication.
- Administered guest queries and provided appropriate answers.
- Coordinated with guests in the hotel and if required assisted with luggage.
- Prepared reports at the end of the shift for breaks and coverage.
- Assisted guests to find the library, restroom and children play area.

Door Greeter
Bamboo Willie's Beachside Bar, Frankfort, KS
May 2009 – July 2012

Responsibilities:

- Coordinated with members visiting the club and assisted to resolve queries.
 - Collaborated with other departments and ensured optimal level of services for the guest.
 - Evaluated receipts of purchase items left by customers in the store.
 - Provided customers with a shopping cart and assisted to direct them to appropriate location.
 - Monitored the alarm system and stopped customers if it is triggered.
 - Maintained lost and found box and if required checked for missing items.
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Education:

High School Diploma
Kendrick High School, Columbus, GA

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