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## Front Desk Attendant Resume

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### Job Objective

To secure the position of Front Desk Attendant in a reputable company that will allow me to utilize acquired skills and experience.

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### Summary of Qualifications:

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- Admirable experience working as Front Desk Attendant
  - Exceptional knowledge of customer service and money handling practices and procedures
  - Ability to give and take information over the phone and in person
  - Computer proficiency with the ability to utilize MS Word, Excel and Power Point
  - Excellent interpersonal, administrative, telephone and communications skills
  - Ability to interpret schedules, safety rules, policy and procedure manuals
  - Amazing ability to prioritize tasks effectively
  - Ability to show a professional and polite manner
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### Work Experience:

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Front Desk Attendant, August 2005 to till date  
Sport & Health Inc, Rogers, AR

- Provided customer service to all participants in activities and programs.
- Checked-in members and guests into Athletic Center.
- Responded to inquiries related to programs, services and special events.
- Distributed recreation and fitness equipment to customers.
- Ensured Recreation Center common areas were cleaned and maintained all times.
- Monitored facility activities for participant compliance with health and safety rules.

Front Desk Attendant, May 2000 to July 2005  
Nine Platt Hospitality, Rogers, AR

- Provided reception desk and program support to organization.
  - Assisted in providing quotes for room rates and performed up-selling to guests whenever possible.
  - Verified charges and credits of guest folio.
  - Ensured all cash was accounted and balanced during work shift.
  - Resolved guest complaints within scope of authority and referred the matter to management if required.
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### Education:

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Associate Degree in Hospitality Administration, Loma Linda University, California, CA

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