
Hospitality Coordinator Resume

Job Objective

Seeking a Hospitality Coordinator position where I can apply my experience and efficiently contribute to the company's growth.

Work Experience:

Hospitality Coordinator, August 2005 – Present
Swatch, Inc., S Boston, MA

- Handled customer concerns like Food Service, Meetings and Events, Travel, and Wellness.
- Provided vendor support, and maintained and delivered weekly, monthly, and quarterly data reports to management.
- Coordinated, prioritized, and scheduled conference center meetings for internal customers.
- Tracked and processed purchase requisitions and customer business related expenses.
- Secured and distributed tickets, travel insurance policies and itineraries.

Hospitality Coordinator, May 2000 – July 2005
HMT Corporation, S Boston, MA

- Ensured consistency, quality, and cost effective facility and hospitality services are provided.
 - Coordinate the office hospitality activities of services staff.
 - Assisted in the development of the annual budget and ensured that department operates within its budgetary guidelines.
 - Received, logged, and confirmed hoteling and meeting reservations.
 - Received, confirmed reservation, and ensured set-up for conference room requests.
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Summary of Qualifications:

- Outstanding experience in Hotel Management and guest interdepartmental services
 - Good knowledge of domestic and international online travel arrangement
 - Amazing ability to process a voluminous amount of work in an efficient manner and quickly learn new procedures
 - Ability to give direction, review the work of others, and provide guidance and counsel when needed
 - Remarkable ability to organize and plan work effectively
 - Amazing ability to develop coordination between customers and colleagues
 - Superior mathematical and computers skills
 - Excellent customer service skills
 - Strong organizational and follow-through skills
 - Excellent verbal and written communication skills
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Education:

Bachelor's Degree in Travel and Tourism, Tiffin University, Ohio, OH

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