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# HOTEL ADMINISTRATIVE ASSISTANT RESUME

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## Objective:

To obtain the position as Hotel Administrative Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

## Summary of Skills:

- Ability to schedule travel arrangements and calendar management
- Ability to answer department phones, car and hotel scheduling
- Ability to process letters, proposals and contracts in an accurate and timely manner
- Ability to maintain the confidentiality and security of sensitive information
- Proficient with Excel, Visio, PowerPoint, Project, Word and Microsoft Access
- Excellent telephonic manners

## Work Experience:

Hotel Administrative Assistant  
Waikiki Hotel, Las Vegas, NM.  
August 2005 to till date

- Analyzed and scanned employee records, correspondence and answered phones.
- Updated records, files, reservations and answered inquiries from guests.
- Handled incoming and outgoing mail, including date stamping and distributing incoming mail.

## Education:

Associate Degree in Hotel Management  
University of South Alabama, Mobile, AL.

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