
HOTEL ADMINISTRATIVE ASSISTANT RESUME

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
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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.
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Education:

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

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