

---

## Hotel Front Desk Receptionist Resume

---

### Job Objective

To secure a position as a Hotel Front Desk Receptionist in order to exercise my abilities and special training in this field for the good of company.

---

### Summary of Qualifications:

---

- Remarkable front desk and guest service experience
  - Expertise in handling cash and accounting machines
  - Ability to meet the requirements of a demanding guest
  - Ability to maintain an immaculate reservation system
  - Ability to maintain a work area equipped with all professional requirements
  - Proficient with Microsoft Word, Excel, Outlook, and PowerPoint
  - Excellent Typing skills (50 WPM)
- 

### Work Experience:

---

Hotel Front Desk Receptionist, August 2005 – Present

Venetian Resort Hotel-, Dayton, OH

- Maintained the issuance of all the room keys to the guests.
- Coordinated with the housekeeping department to ensure that the room is ready for receiving the guest.
- Administered the working of the bell desk for picking up the luggage of the customer and sending them to the respective rooms.
- Performed various duties to provide assistance to the guest such as arranging wake up calls and making the necessary travel arrangements.
- Monitored all the guest complaints and resolved them efficiently.

Hotel Front Desk Receptionist, May 2000 – July 2005

The Mark Hotel, Dayton, OH

- Coordinated with the other department at times of group and VIP check ins.
  - Maintained a record of the guest's activities such as the arrival time, the duration of the stay and any special requests made to the desk.
  - Administered the booking of the rooms and their allocation as well.
  - Monitored the bill payments for the check out of the guest and ensured that it is done efficiently.
  - Ensured that all the safe deposit boxes in the hotel have the necessary security arrangements.
- 

### Education:

---

High School Diploma, Revilla Junior/Senior High School, Ketchikan, AK

[Build your Resume Now](#)