
Hotel Hostess Resume

Job Objective

Highly motivated Hotel Hostess seeking an opportunity in a renowned organization where I can make a positive contribution.

Highlights of Qualifications:

- Extensive experience of banquet services in hotel
 - Sound knowledge of menu items and prices
 - Operational knowledge of food service equipment
 - Familiarity with food preparation methods and garnishes
 - Proficient with safety and sanitation standards
 - Outstanding ability to operate POS system
 - Amazing ability to address guest needs
 - Remarkable ability to analyze business correspondence
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Professional Experience:

Hotel Hostess
Hamilton Park Hotel, Athens, GA
August 2007 – Present

Responsibilities:

- Managed table reservations effectively.
 - Assisted in making seating arrangements.
 - Maintained the dining hall clean and safe.
 - Answered room service calls and orders.
 - Ensured menu cards are clean.
 - Ordered and stocked hotel supplies.
 - Refilled beverages as per customer requests.
 - Completed shift end reports for submitting to Manager.
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Hotel Hostess
The Galt House Hotel, Athens, GA
May 2004 – July 2007

Responsibilities:

- Handled large volumes of customers efficiently.
 - Greeted and escorted customers to tables.
 - Informed customers about menu items and daily specials.
 - Followed proper phone etiquette procedures.
 - Followed proper dress codes and service standards.
 - Coordinated with kitchen staffs to deliver food to customers in a timely manner.
 - Assisted in bussing and cleaning tables.
 - Thanked customers upon departure.
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Education:

Associate Degree in Hotel Management
Wilkes Community College, Wilkesboro, NC

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