

# HOTEL PORTER CV

In writing a Hotel Porter CV, it is best to present your data in ways that would instantly reflect your capabilities. You can impress the reader by highlighting relevant experiences (such as in customer service of four- and five-star hotels) and useful skills such as extensive knowledge of the local area (tourist attractions, restaurants, transportation, etc.). Flexibility, positive attitude, and a winning personality are key qualities to succeed in this job. Present a detailed summary of all your related professional experience as a hotel porter in reverse chronological order. Below is a sample CV of a Hotel Porter for your perusal.

## Rooney Doyle

Ap #946-6326 Sed, St., Southwell, Nottinghamshire, C3P 9JL Date of Birth: December 28th, 1993  
Email: [email] Mobile: 07779 315158 Tel: 01446 333196

### PERSONAL STATEMENT:

My primary goal as a hotel porter is to provide high quality front-line hotel service to clients. Equipped with solid background in the hospitality industry, as well as flexibility and an interest in working with people from all walks of life, I am confident that this goal can be achieved. As a hotel porter, I aim to provide guests with the warmest welcome and attend to their needs. I also aim to constantly improve my capabilities in the field of hospitality and I am willing to undergo trainings and seminars for the job. This being said, I am confident that I will be an asset to the company.

### SKILLS PROFILE:

Substantial experience in providing customer service to guests staying in four and five star hotels  
Immense knowledge of various local tourist attractions  
Remarkable knowledge of transport and hotel services  
Ability to perform physical work for a long time  
Ability to carry the luggage of customers to the room and communicate politely  
Solid understanding of hotel safety policies

### EDUCATION AND QUALIFICATIONS:

HND in Hospitality Management	Southport
Arden College	September 2009 – June 2011
GCSEs: English Language, Business Studies, History	Chingford
Chingford Foundation School	September 2004 – June 2009

### EMPLOYMENT AND EXPERIENCE:

Mandolay Hotel	Guildford
Hotel Porter	November 2012 – Current

- Assisted customers with various room features and resolved all queries.
- Administered transfer of luggage to the room with help of vehicles and transportation systems.
- Ensured neat and clean lobby area for all travellers and guests coming into the hotel.
- Maintained knowledge of various local attractions and restaurants.
- Coordinated with guests and assisted customers with reservations of theater and travel tickets.
- Monitored all guests in the public area and ensured quick resolution of queries.

Puma Hotels	Warwickshire
Hotel Porter	October 2011 – November 2012

- Maintained record of the housekeeping stock and prepared required paperwork for the executive housekeeper.
- Monitored and collected all keys from empty rooms on everyday basis.
- Ensured neat and clean public area at all times.
- Managed all physically challenged travelers and catered to their special requirements.
- Assisted all customers to carry the luggage to their room.
- Delivered meals, drinks and newspaper to the guest rooms.

### REFERENCES:

Drew Cantu  
9677 Amet, Street, Southwell  
Ayrshire, TW6 7PH  
Mobile: 07882 712971  
[email]

Lamar Marquez  
Ap #637-1264 Eget Avenue, Southwell  
Ayrshire, TW6 7PH  
Mobile: 07924 698020  
[email]

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