
Hotel Porter Resume

Job Objective

To use my extensive training and skills to acquire a Hotel Porter position with a reputable company.

Highlights of Qualifications:

- Extensive experience of hotel housekeeping duties
 - Sound knowledge of housekeeping practices
 - Deep knowledge of menu items and preparation methods
 - Familiarity with safety and sanitation standards
 - Skilled in handling cash terminals
 - Immense ability to perform mixing and preparing of basic drinks
 - Outstanding ability to safely operate cleaning equipment
 - Amazing ability to respond to customer inquiries
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Professional Experience:

Hotel Porter

Fairmont Hotels & Resorts, Owings Mills, MD

August 2007 – Present

- Maintained hotel dining area clean and organized.
- Vacuumed carpets and dusted shelves, doors and windows.
- Arranged furniture as per hotel standards.
- Ensured sidewalks and driveways were free of debris.
- Ensured that restroom was cleaned periodically.
- Filled daily worksheet at the end of the shift.
- Assisted in hotel inspection activities.
- Reported any maintenance problems to Supervisor.

Hotel Porter

Morgans Hotel Group, Owings Mills, MD

May 2004 – July 2007

- Cleaned kitchen equipment and maintained cleanliness of service areas.
 - Maintained bar area neat and organized.
 - Assisted bar staff as needed.
 - Removed empty glasses and cleaned glassware.
 - Emptied trash and disposed garbage as per hotel policies.
 - Adhered to safe food handling procedures.
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Education:

Associate Degree in Hotel Management

Blackfeet Community College, Browning, MT

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