
HOTEL SALES ASSISTANT RESUME

Objective:

To obtain a Hotel Sales Assistant position which will challenge me and help the organization continue to be successful.

Summary of Skills:

- Ability to prioritize multiple projects
 - Ability to work independently and proceed with objectives without supervision
 - Ability to review and process daily arrivals, isolated potential new accounts
 - Ability to distribute daily inside sales mail, along with outside sales bi-weekly.
 - Ability to come up with new ideas for process improvement
 - Ability to prepare materials for use among all levels of the company
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Work Experience:

Hotel Sales Assistant
Best Western, Missoula, MT
August 2005 to till date

- Coordinated associate moves and network requests.
- Accompanied in developing department meeting presentations.
- Processed sample requests and assisted in packaging for customer presentations.

Hotel Sales Assistant
Driskill Hotel, Missoula, MT
May 2000 to July 2005

- Supported and developed marketing effort with local galleries and museums.
 - Established and maintained effective relationships with assigned local accounts.
 - Measured success in both time and through achieving revenue goals.
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Education:

Bachelor's Degree in Accounting
Northeastern University, Boston, MA

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