
Lobby Greeter Resume

Job Objective

Lobby Greeter with exceptional knowledge looking for a job in your company.

Highlights of Qualifications:

- Excellent experience in greeting guests coming to the lobby area of the hotel
 - Sound knowledge of locales and nearby attractions
 - Profound knowledge of maintaining knowledge of building layout
 - Ability to provide resolutions to every customer issue
 - Ability to maintain professional appearance and ensure effective judgement
 - Proficient in conversing with clients in English
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Professional Experience:

Lobby Greeter
Caesars Palace, Detroit, MI
August 2012 – Present

Responsibilities:

- Administered member transactions such as deposits and transfer payments.
- Determined new member accounts for saving or retirement plans.
- Assisted members as well as non-members in various account related queries.
- Coordinated with clients and assisted to complete every loan and credit card applications.
- Ensured compliance to Bank Secrecy Act and associate guidelines.
- Developed and implemented to strategies to achieve objectives.

Lobby Greeter
Omni Hotels & Resorts, Detroit, MI
May 2009 – July 2012

Responsibilities:

- Inspected lobby area on regular basis and ensured cleanliness always.
 - Greeted guests and directed them to the room according to standard protocols.
 - Monitored and provided answers for various queries regarding programs.
 - Coordinated with staff members for various emergency conditions that have threat on life and property.
 - Ensured there are no violations by hotel guests and maintained safety.
 - Monitored behaviour and prepared reports for any suspicious activities of guests within hotel.
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Education:

Associate Degree in Hospitality
Bucks County Community College, Newtown, PA

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