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## Lot Attendant Resume

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### Job Objective

To obtain a Lot Attendant position and to contribute to the success and reputation of the company.

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### Summary of Qualifications:

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- Excellent driving skills with the ability to operate both automatic and standard transmission equipped vehicles
  - Thorough knowledge of the hotel's services, outlets and daily functions and events
  - Excellent manual dexterity skills to handle various keys, knobs, levers and buttons
  - Exceptional mobility skills to move quickly and run up and down stairs and around parking garage area
  - Ability to handle multiple tasks and work as a team player and interact with customers
  - Ability to push, pull load and unload luggage carts weighing more than 100 pounds
  - Excellent collaboration skills to coordinate well with other valet attendants, Bell and Front Desk staff
  - Ability to carry out detailed but uninvolved written and oral instructions
  - Excellent verbal and written communication skills
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### Work Experience:

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Lot Attendant, August 2005 to till date  
Ira Motor Group, Rogers, AR

- Displayed a professional posture and post up in designated area on front drive.
  - Maintained an aggressive awareness of the lot area and investigated opportunities to initiate service.
  - Maintained professional personal and uniform appearance.
  - Managed to speak professionally and graciously, smile, and maintain eye contact.
  - Responded to all guest and visitor inquiries and resolved service discrepancies accordingly.
  - Administered moving blocker cars, opens gates, put all keys back in lock boxes, start vehicles and fill with gasoline.
  - Ensured to safely run, jog to and from parking areas when retrieving and parking vehicles.
  - Monitored the exterior of each incoming vehicle and note any damage.
  - Managed to efficiently and safely park all vehicles in designated areas, ensuring each vehicle has been locked while in possession and keys have been secured in key box.
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### Education:

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High School Diploma, JP Stevens High School, Edison, NJ

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