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## Valet Manager Resume

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### Job Objective

To obtain a position as Valet Manager with a small but dependable company where my experience can be beneficial in the growth of company.

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### Highlights of Qualifications:

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- Huge experience in supervising and managing valet management services in a resort and hotel
  - Certified driver with a valid license
  - Profound knowledge of all State Transportation Laws
  - Operational knowledge insurance cover and claim procedures
  - Remarkable ability to interpret all regulations and follow it accordingly
  - Immense ability to train others in various process of valet parking
  - Skilled to deal with entire staff and public in a pleasant manner
  - Proficient in managing front desk systems
  - Familiarity with MS Office applications
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### Professional Experience:

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Valet Manager  
Central Parking System, Fort Worth, KS  
October 2008 – Present

- Assisted customers in parking cars and directing them to appropriate venues and handled all customer complaints.
- Scheduled employee for duties, prepared reports and faced it to appropriate individuals.
- Managed all guest requests and assisted in delivering luggage to room.
- Monitored services rendered to clients and customers and ensured optimal satisfaction.
- Assisted Valet Supervisor in smooth working of valet and parking departments.
- Evaluated performance of each attendant against volume of business.
- Hired, trained and supervised working of staff and maintained good relations with all parties.
- Coordinated with Hotel General Manager and ensured achievement of all goals and objectives.

Valet Supervisor  
Pearl Hospitality, Fort Worth, KS  
August 2003 – September 2008

- Assigned work to employees and monitored all complaints and resolved it accordingly.
- Monitored staff and ensured sufficient staff for managing volume business.
- Assisted customers and parked both manual and automatic vehicle in parking areas.
- Provided optimal customer services to both internal and external customers.
- Coordinated with other departments and maintained all transportation vehicles.
- Ensured compliance to all safety requirements.

Valet Attendant  
Pearl Hospitality, Fort Worth, KS  
May 1998 – July 2003

- Monitored proper traffic flow in assigned area of pick and drop.
  - Managed parking of all guest vehicles in an efficient and safe manner.
  - Streamlined all tags on automobiles and presented same to customer to identify vehicle.
  - Ensured security of all parking vehicles and checked all doors and windows after parking.
  - Maintained logs on all valet parked vehicles.
  - Assisted customers in directing to various events in facility.
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### Education:

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Bachelor's Degree in Hotel Management  
Ursuline College, Pepper Pike, OH

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