
VIP Hostess Resume

Job Objective

A highly talented VIP Hostess seeking an opportunity to work with your growth oriented organization.

Highlights of Qualifications:

- Huge experience in providing services to VIP customers
 - Sound knowledge of front desk operations
 - Familiarity with promotional activities
 - Amazing ability to respond to customer complaints
 - Outstanding ability to multi-tasks to meet deadlines
 - Immense ability to ensure customer satisfaction
 - Excellent written and verbal communication skills
 - Superior analytical and problem solving skills
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Professional Experience:

VIP Hostess
Lutheran Family Services, Baton Rouge, LA
August 2007 – Present

Responsibilities:

- Maintained welcoming environment for VIP customers.
- Greeted customers and addressed their needs.
- Notified Manager about customer concerns.
- Assisted in marketing events.
- Provided prompt and courteous customer services.
- Coordinated with cross-functional teams to ensure smooth flow in servicing customers.

VIP Hostess
Group Management Services, Baton Rouge, LA
May 2004 – July 2007

Responsibilities:

- Arranged private lounges for VIP customers.
 - Maintained the work environment clean and organized.
 - Followed company service standards at all times.
 - Served meals and beverages.
 - Ordered and stocked complimentary gifts for VIP customers.
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Education:

Bachelor's Degree in Event Management
Lafayette College, Easton, PA

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