

First Name Last Name

City, State/ Phone: Telephone Number *(best available)*

Add Email and LinkedIn

EDUCATION

Florida International University, Miami, FL Chaplin School of Hospitality & Tourism Management

Bachelor of Science Degree in Hospitality Management

December 2024 *(expected graduation date)*

Include major of specialization (if applicable)

GPA (only add if it is 3.5 and higher)

Relevant Courses

Scholarships you have been awarded (date awarded)

Certifications (date certified)

EXPERIENCE

Your Most Recent Employer, City, State

Start Date- End Date/or Present

Front Desk Supervisor

(If your employer is not a household word, describe briefly, including size in revenues or employees)

Describe your role briefly by giving specific details of your responsibilities:

- Starting with a strong, skill-based action word, detailing your proudest accomplishment *(i.e. something you did that contributed to the success of an event, department, and or position)*
- Add a second achievement from something you did that increase sales, customer loyalty and service level

Your Previous Employer, City, State

Start Date- End Date (month/year)

Front Desk Agent ** Note: Change wording to past tense if you are not working at this current company)*

(If your employer is not a household word, describe briefly, including size in revenues or employees)

Describe your role briefly by giving specific details of your responsibilities:

- Starting with a strong, skill-based action word, detailing your proudest accomplishment *(i.e. something you did that contributed to the success of an event, department, and or position)*
- Add a second achievement from something you did that increase sales, customer loyalty and service level

Your Earlier Employer, City, State

Start Date-End Date (month/year)

Guest Relation Representative ** Note: Change wording to past tense if you are not working at this current company)*

(If your employer is not a household word, describe briefly, including size in revenues or employees)

Describe your role briefly by giving specific details of your responsibilities:

- Starting with a strong, skill-based action word, detailing your proudest accomplishment *(i.e. something you did that contributed to the success of an event, department, and or position)*
 - Add a second achievement from something you did that increase sales, customer loyalty and service level
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ADDITIONAL INFORMATION

- Languages- Spanish, French, & Mandarin
 - Software Skills- Microsoft Office, P.O.S and P.M.S Systems, Social Media
 - Volunteer- S.O.B.E, Events, Charity
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INDUSTRY MEMBERSHIPS

(Only those that relate to your Major and /or your career path)

- Sales and Marketing Action Resource Team: President **Date**
 - Travel and Tourism Industry Society: Secretary/Treasurer **Date**
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CONFERENCES ATTENDED

- National Society of Minorities in Hospitality **Date**