

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

To secure a Hotel Sales Coordinator position that leverages my extensive sales and hospitality experience and allows me to develop and implement effective sales strategies to drive revenue growth for the hotel.

Experience

Hotel Sales Manager - Company / Location

MONTH YEAR - Present

- Responsible for developing and implementing sales strategies, generating new business, and managing sales teams in the hotel industry.
- Developed and implemented sales strategies to achieve revenue targets, including prospecting, lead generation, and building relationships with potential clients.
- Conducted sales presentations, negotiated contracts, and closed client deals to secure bookings and maximize revenue.
- Collaborated with other hotel departments, such as marketing and operations, to create compelling sales proposals, promotional campaigns, and packages to attract guests.
- Monitored market trends, analyzed competitor activity, and adjusted sales strategies accordingly to stay competitive and maximize hotel occupancy and revenue.

Enter Job Position Here - Company / Location

MONTH YEAR – MONTH YEAR

- Oversaw the planning and execution of banquets and other large-scale events, coordinating with clients, vendors, and staff to ensure successful events.
- Worked closely with clients to understand their event requirements, including menu selection, room setup, audiovisual needs, and overall event logistics.
- Managed and supervised banquet staff, including servers, bartenders, and event coordinators, ensuring smooth operations and exceptional service.
- Collaborated with culinary teams to ensure timely and accurate food and beverage service, maintaining high quality and presentation standards.
- Handled guest inquiries, addressed any issues or special requests, and strived to exceed customer expectations, ensuring a memorable and successful event experience.

Project Experience

- **Hotel Expansion:** Led a team of cross-functional professionals to plan and execute the expansion of a hotel property by adding 50 new rooms, a restaurant, and a conference center.
- **Revenue Management:** Collaborated with the finance and marketing teams to develop and implement a revenue management strategy to optimize room rates and increase occupancy rates during peak seasons.
- **Guest Experience Improvement:** Worked with the front desk and housekeeping teams to identify areas for improvement in guest experience.

Education

Master’s Degree in Hospitality - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor of Science in Hospitality and Tourism Management - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Excellent communication skills
- Knowledge of revenue management principles
- Ability to analyze data
- A customer-focused approach
- Good knowledge of MS Office applications

Licenses & Accreditations

Licenses & Accreditations

- Meeting Professionals International (MPI)
- Certified Revenue Management Executive (CRME)
- Certified Sales Executive (CSE)