

NAME

TITLE

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

Profile

Friendly hostess with more than ten years of experience in the hospitality industry seeking a position working with high-profile guests. Relevant strong suits include a high degree of problem-solving and excellent communication skills. Experience managing large crowds and high-profile individuals would make me an ideal candidate for this role.

Experience

Head Hostess - Green Party Planners / Location

MONTH YEAR - Present

- Management of massive inventory for weekend events. Frequent communication with partners such as food and drink vendors.
- Led the team in segmenting the event space into VVIP, VIP, and regular sections.
- Greeted and escorted high-profile individuals.
- Communicated with servers, bartenders, and security to ensure excellent service.
- Handled guest complaints on the spot to ensure the high standards of the establishment were met or exceeded.

VIP Lounge Hostess - Company / Location

MONTH YEAR – MONTH YEAR

- Welcomed guests and led them to their seats.
- Screened for underage guests at the bar entrance.
- Handled inquiries from guests through online and face-to-face channels.
- Helped in maintaining the polished look of the establishment.
- Arranged over fifty reservations per night and oversaw table arrangements. Utilized restaurant management software to confirm or book reservations.

Project Experience

- Helped in the planning and production of corporate events or seminars.
- Welcomed guests and directed them to their destinations.
- Liaised with the kitchen and waiting staff to ensure the guests had the best possible dining experience.

Education

Bachelor of Arts in Hospitality Management - University of New York

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Ability to multitask in high-pressure situations
- Excellent communication and people skills
- Detail oriented
- Proficient in POS and restaurant management software.
- I have deep knowledge of the hospitality industry.

Licenses & Accreditations

Licenses & Accreditations

- Food Safety Certification
- Certified Food and Beverages Executive