

Robert Smith

Concierge Agent

PERSONAL STATEMENT

Looking for a Concierge Agent position that is suitable to my field of interest. I know that I have knowledge in my field of expertise and I am willing to learn new things that will make me more effective and efficient towards reaching the company's goals.

WORK EXPERIENCE

Concierge Agent

ABC Corporation - January 2008 - February 2008

Responsibilities:

- Acted as a liaison for the guest of a resort and the actual owners.
- Enjoyed assisting and performing a variety of tasks for hotel patrons.
- Involved heavy networking and follow-up skills, both personally and in phone situations.
- Consistently demonstrated enthusiasm and commitment to guest satisfaction.
- Coordinated and organized for high profile meetings for VIP guests, or family gatherings.
- Created trusted relationships within the company, outside partners, and guests.
- Utilized effective presentation, sales, and interpersonal skills to create a memorable experience for guests in addition to contributing to the high guest.

Concierge Agent

Delta Corporation - 2003 - 2008

Responsibilities:

- Tech Support Remote Support agent Security Agent.
- Processed guest reservations, check-in, and check-outs Transported escorted guests to diners, to the lodging area, restaurant, and golf course.
- Arranged tours, Tee Times, and Transportation to the airport.
- Provided assistance to the golf course employees.
- Check-in and check out guests, walk them to their room, and give them a tour of the property and also ensure that they are having a great time at.
- Product Pricing Assistance Clerical/Casework Member and Order Problem Resolution Creating and Taking Payments for Orders.
- Provided extensive knowledge of travel and travel industries Ensured that guests receive the highest quality service during their stay in the hotel.

Education

Bachelor Degree

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

MS Office, Data Entry,
Coordinating Skills,
Housekeeping.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)