

# Front Desk Night Auditor

# ROBERT SMITH

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## Objective

Dependable, hard-working, organized administrative professional with more than 8 years of experience working in the hospitality, manufacturing, and call center industries.

## Skills

MS Office, Excel.

## Work Experience

### Front Desk Night Auditor

**Daytona Beach Regency Resort** - July 2008 - 2019

- Greeted visitors, clientele and hotel staff.
- Answered calls regarding room reservations, marketing, and hotel operatives.
- Assisted with client check-in and directed to appropriate accommodations.
- Coordinated Banquet and Conference room reservations.
- Prepared and processed all audits and reports.
- Monitored, accessed, verified and confirmed all financial assets.
- Deposited all daily and weekly financial assets.

### Front Desk Night Auditor

**ABC Corporation** - 2006 - 2008

- Checking in/out of Hotel Guests.
- Customer Service.
- Lobby Cleaning and Maintenance.
- Night Audit Reports.
- Security Patrols of Hotel Grounds.
- Set-up of Breakfast Area.
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

- (Abeka Academy Christian College - Pensacola, FL)