



EVELYN WHITE

Hotel Night Auditor

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PROFESSIONAL SUMMARY

Proficient Hotel Night Auditor with two years of experience in executing nightly audits and managing guest services. Skilled in maintaining financial integrity, enhancing guest satisfaction, and resolving issues promptly. Ready to bring strong analytical and communication skills to a fast-paced environment while ensuring operational excellence.

WORK EXPERIENCE

Hotel Night Auditor Apr / 2024–Ongoing
WidgetWorks Inc. Denver, CO

- Conducted nightly audits of hotel transactions, ensuring compliance with financial protocols.
- Sorted and reviewed daily transactions, receipts, and reports for accuracy and completeness.
- Compiled statistical reports reflecting occupancy rates and sales metrics.
- Identified and corrected discrepancies in financial records promptly.
- Submitted comprehensive audit paperwork to the accounting department.
- Provided exceptional support to front desk operations during overnight shifts.
- Managed check-in/out processes and reconciled cash drawers at shift end.

Hotel Night Auditor Apr / 2023–Apr / 2024
Lakeside Apparel Co Chicago, IL

- Handled guest inquiries and reservations, ensuring a welcoming atmosphere at the front desk.
- Executed check-in and check-out procedures, maintaining accurate records in the property management system.
- Verified guest payments and established payment methods to streamline transactions.
- Maintained organized reservation systems, promptly notifying management of any transaction issues.
- Performed nightly audits, balancing cash drawers and generating financial reports.
- Exemplified strong guest service skills, addressing requests and concerns efficiently.

EDUCATION

Associate of Science in Hospitality Management Apr / 2022 – Apr / 2023
Culinary Institute of America Santa Monica, CA

Focused on hospitality operations, customer service, and financial management.

SKILLS



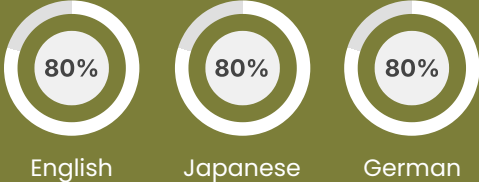
INTERESTS

- Scuba Diving E-sports
Reading Fiction Puzzle Solving

STRENGTHS

- Stewardship Teamwork
Tenacity Vision

LANGUAGES



ACHIEVEMENTS

- Improved nightly audit accuracy by 15% through meticulous attention to detail.
- Enhanced guest satisfaction scores by 20% through proactive service and issue resolution.