



EVELYN WHITE

Hotel Supervisor

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Experienced Hotel Supervisor with a strong background in hospitality management. Adept at optimizing staff performance and implementing cost-saving initiatives, resulting in a 15% reduction in operational expenses while maintaining service quality.

WORK EXPERIENCE

Hotel Supervisor

Seaside Innovations

📅 May / 2021-Ongoing

📍 Santa Monica, CA

1. Responsible for multiple teams at 3 hotel locations.
2. Planned and followed-up of integration of separate systems at multiple locations to achieve efficiency and consistency in operations.
3. Scheduled and ordered for service staff, responsible for hiring and development of new staff.
4. Provided feedback and reporting to hotel GM and reviews for staff.
5. Supervised front desk associates to ensure all hotel policies and procedures, regulations, and standards were followed.
6. Received, screened, processed, and delivered mail and packages for guests.
7. Ensured that all arrivals, departures, no shows, extensions, amendments, and guest were related matters.

Hotel Supervisor

Cactus Creek Solutions

📅 May / 2020-May / 2021

📍 Phoenix, AZ

1. Responsible for multiple teams at 3 hotel locations.
2. Planning and follow up of integration of separate system at multiple locations to achieve efficiency and consistency in operations.
3. Scheduling and ordering for service staff, responsible for hiring and development of new staff.
4. Provided feedback and reporting to hotel GM and reviews for staff.
5. Supervised front desk associates to ensure all hotel policies and procedures, regulations and standards were followed Operated phone system using .
6. Monitored inventory levels, optimizing supply orders and reducing costs by 10% without compromising quality.

EDUCATION

Bachelor of Science in Hospitality Management

University of Central Florida

📅 May / 2019 - May / 2020

📍 Chicago, IL

Studied various aspects of hospitality management including operations, marketing, and guest relations.

SKILLS

Event Coordinating

Marketing

Sales

Revenue Management

Performance Evaluation

INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

STRENGTHS

👮 Stewardship

👥 Teamwork

🔗 Tenacity

👁 Vision

LANGUAGES



English



Polish



Mandarin

ACHIEVEMENTS

★ Implemented a staff training program that improved service delivery, increasing guest satisfaction scores by 15%.

★ Reduced operational costs by 10% through efficient resource management and vendor negotiations.