



AVA DAVIS

Night Audit Manager

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Financial Administration



Guest Relations Management



Accounting Principles



Multitasking



Scheduling



Cash Handling



INTERESTS

★ Surfing

🥋 Martial Arts

🏠 Community Service

📝 Blogging

STRENGTHS

⌚ Patience

🏔 Perseverance

📅 Planning

⚙ Positivity

LANGUAGES



English



Dutch



Arabic

ACHIEVEMENTS

★ Improved nightly audit accuracy by 15% through streamlined processes.

★ Enhanced guest satisfaction scores by 20% via targeted service initiatives.

PROFESSIONAL SUMMARY

Proficient Night Audit Manager with a decade of experience in financial oversight and operational management within the hospitality industry. Skilled in leading audit teams, enhancing financial accuracy, and optimizing guest services. I am dedicated to implementing efficient processes that drive operational excellence and elevate the guest experience.

WORK EXPERIENCE

Night Audit Manager

📅 Mar / 2018-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Supervised the Front Office Team to ensure exceptional guest experiences from check-in to check-out.
2. Managed first impressions of guests, maintaining the highest standards of service and staff integrity.
3. Ensured VIP Guests received appropriate recognition, fostering communication across departments.
4. Monitored team performance and appearance, emphasizing training and collaboration.
5. Assisted in evaluating guest satisfaction levels, focusing on continuous improvement.
6. Executed night audit duties and generated detailed financial reports.
7. Demonstrated strong administrative skills to support operational efficiency.

Night Audit Manager

📅 Mar / 2015-Mar / 2018

Silver Lake Enterprises

📍 Seattle, WA

1. Led a diverse team of six, including front desk and housekeeping, to deliver exceptional service.
2. Managed daily revenue receipts and ensured accurate financial reconciliations.
3. Oversaw supply inventory and processed monthly orders to maintain operational readiness.
4. Compiled and analyzed Night Audit paperwork for the following business day.
5. Provided comprehensive support to guests and team members during overnight shifts.
6. Balanced all financial accounts through rigorous verification processes.

EDUCATION

Bachelor of Science in Hospitality Management

📅 Mar / 2012 - Mar / 2015

University of Hospitality

📍 Portland, OR

Focused on guest services, financial management, and operational strategies.