# 优秀毕业生应职英文个人简历范文

来源：网络 作者：心旷神怡 更新时间：2024-06-28

*your name ,your address OBJECTIVE: To contribute \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* SUMMARY OF QUALIFICATIONS: Developed interpersonal...*

your name ,your address OBJECTIVE: To contribute \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* SUMMARY OF QUALIFICATIONS: Developed interpersonal skills,having dealt with a spanersity of clients,professionals and staff members. Detail-and goal-oriented. Function well in high-stress atmosphere. Knowledgeable on both EECO and APTEC computers systems. CAREER HISTORY \*\*\*\*\*-Present THE OLIVER HOTEL,Whitewater,KS Hotel Clerk Resolved guests\' needs.Controlled reservation input utilizing EECO computer system.Handled incoming calls.Maintained daily reports involving return guests，corporate accounts,and suite rentals.Inspected rooms. Hotel Clerk Trained personnel.Handled telephone,international fax and telex bookings.Maintained daily and monthly reports tracking demands and guaranteed no-show billing.Utilized APTEC computer for inputting group booking and lists. WALDEN HOTEL,\*\*\*\*,KS Sales Associate Assisted customers.Maintained stock.Opened/closed shop.Tracked best selling novels,and made recommendations to customers. \*\*\*\*\*\* BETHEL COLLEGE,\*\*\*\*\*\*,KS Secretary Responsible for general clerical duties.Resolved inquiries.Assisted in locating guest speakers. EDUCATION \*\*\*\* COLLEGE,\*\*\*,\*\* \*\*\* of Science;Sociology,\*\*\*\* PREFERENCES Furnished upon request. Candidate\'s customer relations and administrative skills,essential in the hotel/hospitality field,are emphasized throughout the resume.

本文档由站牛网zhann.net收集整理，更多优质范文文档请移步zhann.net站内查找