|  |  |  |
| --- | --- | --- |
| John Doe | | |
| Summary  Enthusiastic and customer-focused individual seeking to leverage strong interpersonal skills as a Bellhop. Eager to provide exceptional service and support to guests in a hospitality environment.  Work Experience  **Front Desk Assistant Jan 2022 – Present**  Springfield Inn Springfield, IL   * Assisted guests with check-in and check-out processes, ensuring a smooth and welcoming experience. * Managed guest inquiries and requests, providing information on hotel amenities and local attractions.   **Host Jun 2021 – Dec 2021**  Local Diner Springfield, IL   * Greeted and seated customers promptly, maintaining a friendly atmosphere. * Collaborated with staff to ensure timely service and guest satisfaction.   Education High School Diploma May 2021 *Springfield High School**Springfield, IL* | Contact  (123) 456-7890  john.doe@example.com  Springfield, IL 62701  Skills  Customer Service  Communication  Teamwork  Problem-Solving  Time Management  Attention to Detail  Adaptability  Basic Concierge Services |