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| Emily Johnson |
| SummaryMotivated and customer-oriented individual seeking an entry-level Concierge position. Eager to leverage strong communication skills and a passion for hospitality to enhance guest experiences in a dynamic environment.Work Experience**Front Desk Assistant Jan 2022 – Present**The Grand Hotel Atlanta, GA* Assisted guests with check-in and check-out processes, ensuring a smooth and welcoming experience.
* Managed guest inquiries, providing information on local attractions and services.

**Intern Jun 2021 – Dec 2021**City Tours Inc. Atlanta, GA* Supported tour guides in coordinating city tours for groups of up to 30 guests.
* Collected and organized feedback from customers to improve service delivery.

EducationBachelor of Arts: Hospitality Management Jan 2021*Georgia State University**Atlanta, GA*references* Provided upon request
 | Contact(123) 456-7890emily.johnson@example.comAtlanta, GA 30301SkillsCustomer ServiceCommunicationProblem-SolvingTime ManagementMultitaskingAttention to DetailBasic Knowledge of Local AttractionsReservation SystemsConflict Resolution |