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| John Doe | | |
| Summary  Enthusiastic and customer-oriented individual seeking an entry-level position as a Hotel Front Desk Agent. Strong communication skills and a dedication to providing exceptional guest experiences.  Work Experience  **Front Desk Intern Jun 2023 – Present**  Springfield Inn Springfield, IL   * Assisted guests with check-in and check-out processes, ensuring a smooth and efficient experience. * Responded to guest inquiries and resolved issues promptly, enhancing overall customer satisfaction.   **Customer Service Representative Jan 2022 – May 2023**  Local Retail Store Springfield, IL   * Managed transactions and maintained an organized cash register. * Provided assistance to customers, resulting in a 15% increase in sales during peak hours.   Education Associate Degree Jan 2023 *Springfield Community College**Springfield, IL* | Contact  (555) 123-4567  johndoe@example.com  Springfield, IL 62701  Skills  Customer Service  Communication  Problem Solving  Time Management  Multitasking  Attention to Detail  Basic Computer Skills  Team Collaboration |