|  |
| --- |
| John Doe |
| SummaryEnthusiastic 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.

EducationAssociate Degree Jan 2023*Springfield Community College**Springfield, IL* | Contact(555) 123-4567johndoe@example.comSpringfield, IL 62701SkillsCustomer ServiceCommunicationProblem SolvingTime ManagementMultitaskingAttention to DetailBasic Computer SkillsTeam Collaboration |