

Lisa Zane, Hotel Receptionist

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Place of birth	San Antonio	Driving license	Full
Nationality	American		

LINKS [Twitter](#), [Facebook](#), [Instagram](#)

PROFILE

Enthusiastic and resourceful Front Desk Receptionist with 3+ years of work tenure at a corporate hotel and conference center. Skilled at facilitating volumes of check-ins, approximately 30 per day. Proficient in Amadeus and holds a CGSP (Certified Guest Services Professional) accreditation.

EMPLOYMENT HISTORY

Apr 2019 – Present **Resort Hotel Receptionist, Aventura Resorts** Fort Lauderdale

Instrumental in implementing an automated guest checking in the system which resulted in 3x faster check-in processes.

- Responsible for check in and check out processes
- Act as concierge and receptionist simultaneously
- Check in guests and organize an orientation excursion of facilities and amenities with the Guest Relations Manager Planned custom trip routes for guests upon request
- The first point of contact to address problems with room defects or health emergencies
- Manage the reservation system and perform bookings, cancellations and reservation amendment
- Process payments for group bookings at the various restaurants and recreational facilities at the premises.
- Successfully act as a sales liaison between a hotel guest and local travel companies and tour operators.

May 2017 – Feb 2019 **Hotel Receptionist, The Ritz Group** Manhattan

Maintained a 95% score in positive guest review feedback for the last 24 months.

- Meeting and greeting guests in the lobby before checking them in
- Assist guests with flight bookings and in-city transportation where needed
- Record daily occupancy and rate totals
- Responsible for registering guests on the hotel rewards program and issuing accompanying vouchers and complimentary items
- Facilitate check in and check out procedures for all guests
- Ran the settlement process for credit card transactions daily and record revenue totals to generate reports for the accounting department
- Settle Corporate Accounts and submitting to company clients for payment
- Answer telephone and in-person queries about hotel services and facilities

Jun 2019 – Jun 2019 **Motel Receptionist, Mulberry Inn** San Antonio

Served as the unofficial Spanish speaking translator on various tourist excursions resulting in a 30% increase in guest satisfaction ratings for the motel.

- Welcome guests and facilitate a smooth checking in process
- Escort guests to their rooms and give them an introduction tour of the facility
- Distribute menu cards for breakfast and dinner bookings
- Attend to special request and provide complimentary items such as flowers, champagne, and chocolates
- Assist guests with registering and storing valuables in the motel safe Welcome and greet guests with a smile and in a warm manner
- Make dinner reservations for guests and organize local excursions
- Supervise activities of housekeeping and maintenance staff
- Responsible for motel administrations such as bookkeeping and inventory management
- Process payments and organized for forex to be delivered every week

- Address complaints and requests

EDUCATION

Jun 2019 – Present	American Tourism Training Institute, Certificate in Luxury Hotel Management	Richmond
Jun 2016 – Jun 2018	Saint Martins College, Bachelor's Degree in Hospitality Management Major Subjects: Tourism Management, Hotel Operations, Hospitality Advertising Principles GPA 3.5	Lacey
Jan 2015 – Jun 2015	Lincoln Technical College, Hotel Receptionist Certificate	Lincoln

SKILLS

Local Area Knowledge	Interpersonal Communication Skills
Bilingual	Guest Relations
Guest Service	Reservations
Booking Systems	CRM Software
Report Writing	PABX
Microsoft Office	Google Suite
Check-In/Check-Out	Payments

COURSES

Jan 2018 – Mar 2018	Certified Guest Service Professional (CGSP), AHLEI, Orlando
Jan 2017 – Present	AHLA Accredited Member, American Hotel & Lodging Association, Washington D.C

LANGUAGES

English	Native speaker	Spanish	Highly proficient
French	Very good command		