

Dwayne Williams

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Employment

Pacific Field Service Inc

Property Inspector

Sacramento, CA

June 2007- Present

- *Working with several lending institutions and servicing their Real Estate property needs.*
- *Performing commercial and residential inspections, merchant verifications and delinquency interviews.*
- *Assessing property values and conditions. Completing Interior/Exterior inspections.*
- *Using time management and prioritizing skills to meet tight deadlines for clients whenever it's needed.*
- *Taking photography of properties, writing reports and submitting accurate results to the clients.*

Embassy Suites Sacramento

Concierge/Bell/Valet

Sacramento, CA

November, 2004-May, 2007

- *To insure that all guests needs are met to the highest possible level of satisfaction.*
- *Assist guests with various needs... directions to special points of interest inside and out of the property.*
- *Retrieving and parking guests vehicles, printing boarding passes and assisting guests with luggage.*

Sheraton Grand Hotel

Banquet Server

Sacramento, CA

October, 2003-November, 2005

- *Responsibilities include room setups for various food functions such as weddings, dinners, receptions, breakfasts.*
- *Paying close attention to details and consistency while maintaining a fast pace table set.*
- *Always delivering quality and efficiency to every guest as a standard.*

Ritz Carlton Hotel

Banquet Setup Supervisor

San Francisco, CA

March, 1991-December, 2002

- *Duties included the overseeing of banquet setup crew to insure that all room sets were accurate and starting on time for client high profile events...weddings, meetings, brunch, holiday parties etc.*
- *Responsibilities also included working closely with clients to ensure accuracy of their needs.*
- *Demonstration of leadership skills to create a positive work environment was a must.*