

Ramon Lim

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Objective : A Server position in one of the Best Catering Business outsourcing
Hospitality Staffing Professionals.

Summary of Qualifications:

Seven years experience in Restaurant management from the wait staff to the kitchen staff, make sure each person needs to be the best at their job in order for a restaurant run smoothly.

Taking care of customers making sure they are all happy.

Ability to work independently with organizational & communication Skills.

Proficient in MS Word, Excel, Power point and Outlook.

Typed 40 wpm

Work Experiences:

*Night auditor at Marriott Residence Inn, Newark Silicon Valley

01/17/2009 – 04/30/2014

Complete designated cashier and closing reports in the computer system.

Process all guests check ins by confirming reservations in computer

system.

Sell a room accommodation to guests without reservations based on availability.

Assist management in training, evaluating, counseling, disciplining and motivating and coaching employees.

Welcome and acknowledge all guests according to company standards.

Anticipate and address guests service needs; assist individuals with disabilities; thank guests with genuine appreciation.

Speak with others using clear and professional languages; answer telephones using appropriate etiquette.

Develop and maintain positive working relationships with others.

*Night auditor at Ramada Inn Silicon Valley, Sunnyvale

01/05 to 05/011

Complete all cashier and closing reports in the computer system.

Consolidate all credit card transactions at the end of shift.

Help for late check ins and early check out at Front Desk.

Answer telephones using appropriate etiquette.

Thank guest with genuine appreciation.

Reason for Leaving:

Work weekend only