



MINA SAYED

4759 Sunnydale Lane
Plano, Texas, United States,
75071
email@youremail.com
123-456-7890

Hospitality Management Intern

Motivated student currently completing Bachelor's degree with honors in Hospitality Management. Strong recent hospitality experience serving customers and training new hires at a large popular hotel. Adapt readily to new work challenges and industry conditions. Bilingual: Fluent in English and French.

Education

- Bachelor of Science (B.S.) in Hospitality Management
XYZ University, New York, NY, New York, NY | June 2019 - May 2023
 - Dean's list all semesters, with a 3.9 major GPA and 3.8 combined GPA to date
 - Captain, Volleyball Team

Key Skills

- ● ● ● ○
Customer service and relations
- ● ● ○ ○
Data entry and updating
- ● ● ● ●
Hospitality operations
- ● ● ○ ○
Inventory monitoring
- ● ● ● ●
Reporting and documentation
- ● ● ● ○
Team collaboration

Professional Experience

- Front Desk Clerk
Worldwide Hotels, New York, NY | January 2019 - May 2022
 - Provided prompt, courteous service while helping guests check in and out of the hotel
 - Answered calls and provided information on hotel pricing, services, amenities, and room availability
 - Entered guest bookings into the tracking system based on email and phone registrations
 - Made guests' reservations at local tours, restaurants, museums, and movie theaters
 - Offered directions and called taxis for on-site visitors as needed
- Highlights:
- Ranked No. 3 on a 10-person team for efficient, error-free guest reservations
 - Took on leadership role, helping train and mentor new hires

Languages

- ● ● ● ●
French