**Ojoly Thompson**  
 City, State | Phone number | email address

**PROFESSIONAL EXPERIENCE**   
  
**Receptionist** February 20XX-May 20XX  
*Hotel Indigo* Kansas City, Missouri

* Checked guests in using reservation system, provide information about hotel amenities
* Entered reservations made via phone; utilized excellent communication skills when sharing hotel policies with potential guests over the phone
* Directed guests to local area attractions and restaurants

**Housekeeper**  May 20XX-November 20XX   
*Hotel Indigo* Kansas City, Missouri

* Provided excellent customer service by providing a clean and welcoming environment
* Demonstrated strong attention to detail while cleaning and maintaining guest rooms
* Trained two employees on procedures for mixing cleaning ingredients based on manufacturer’s instructions
* Recognized by supervisor for strong organizational and leadership skills

**Breakfast Attendant** July 20XX-January 20XX  
*Hampton Inn and Suites* Kansas City, Missouri

* Managed hotel breakfast by checking item temperatures and re-stocking items
* Checked hotel guests in for breakfast with welcoming attitude
* Properly store items and tear down after breakfast completion

**EDUCATION**

High School Diploma, Kansas City Public Schools