

Table 1: Layout table

	716-555-0100	www.interestingsite.com	lisandro@example.com
Lisandro Milanesi	Profile	Assistant Hotel Manager with a warm and friendly demeanor. Skilled at conflict resolution. Team builder who is acutely attentive to employee and guest needs. Punctual problem solver and avid multitasker. Track record of being an essential part of the management team and instrumental in providing effective solutions that produce immediate impact and contribute to the establishment's long-term success.	
Activities and interests	WORK EXPERIENCE		
Surfing	Assistant Hotel Manager		
Scuba diving	The Rosehip Hotel   Seattle, WA		
Snorkeling	20XX – Present		
Craft beer	Supervise hotel staff. Improve staff		
Travel	performance through training, attention to		
Great food	detail, and empathetic problem-solving		
Food Pantry	methods. Assist with the preparation of staff		
Volunteer	assessments. Resolve staff and guest conflicts		
Key skills	in a professional and courteous manner.		
Budget	Inventory and order business supplies.		
management	Responsible for guest billing and settling		
Excellent listener	Dispute of Service. Address complaints needed		
Friendly,	Managing bookings, check-ins, answering		
courteous, &	Phone, according to email, and social		
service oriented	Media inquiries.		
Poised under	Assistant Hotel Manager		
pressure	The Seattle Sea Home   Seattle, WA		
Staff training &	20XX – 20XX		
coaching	Supervised and trained hotel staff and		
Recruiting &	resolved staff conflicts. Daily financial		
hiring talent	reporting. In charge of guest database and		
Quality assurance	stays schedule. Point person for corporate		
Solid written &	client relations and reviewing guest feedback		
verbal	posted online. Worked with marketing team		
communicator	on campaign to increase guest bookings.		
	Assisted accountant with accounting tasks.		
	Handled in-person guest complaints.		