

# DAVID WRIGHT

Marathon , FL 33050

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## PROFESSIONAL SUMMARY

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To obtain a full-time position in sales, utilizing customer service and communication skills gained over a 12-year career in hospitality. Highly motivated to succeed, I possess excellent interpersonal skills, a solid work ethic, and strong attention to detail.

## SKILLS

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<b>Proficient with Microsoft Office</b>	<b>Customer Service</b>
<b>Complaint Resolution</b>	<b>Attention to Detail</b>
<b>Communication Skills</b>	<b>Relationship Building</b>
<b>Teamwork</b>	<b>Problem Solving</b>
<b>Listening Skills</b>	<b>Resilience</b>

## WORK HISTORY

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02/2009 to Current	<b>Front Desk Associate/Night Auditor</b> <b>The Hammocks at Marathon</b> <ul style="list-style-type: none"><li>• Provide exemplary customer service to timeshare owners and guests by greeting new arrivals, responding promptly to their requests, resolving complaints, and building relationships</li><li>• Audit records of financial transactions and ensure their accuracy</li><li>• Assist fellow team members in ensuring guest satisfaction by working together to achieve goals</li><li>• Five-time recipient of Employee of the Month award.</li></ul>
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## EDUCATION

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12/2008	<b>Bachelor of Arts: Anthropology</b> <b>University of Florida</b> - Gainesville, FL Minor: Religious Studies
07/2007	<b>Study Abroad Program</b> <b>UF in Cairns, Australia</b> Humans & the Environment
12/2004	<b>Associate of Arts</b> <b>College of the Florida Keys</b> - Key West, FL

## REFERENCES

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Available upon request