

Rick Shi Peng
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Skills

Advanced/Proficient: MS Word, Excel, Outlook, PowerPoint, Project, and iWork.
Beginner/Intermediate: Final Cut Pro, Adobe Photoshop.
Trained in Kimpton New Hire Orientation session, Harass free informational session.

Languages

English: Proficient, 14+ years
French: Beginner, 2 academic year
Mandarin: Native
Sichuan Dialect: Native

Education

Boston University, Boston MA
School of Hospitality Administration
Bachelor of Science, Hospitality Administration May 2015

Work Experience

Kimpton Hotels and Restaurants Boston, Boston MA
Human Resource Intern July 2013 – September 2013
Oversaw three Boston Kimpton Hotels and three Kimpton Restaurants.
Supported in planning employee lunch and learn meeting, employee benefits meeting and employee insurance policy hearing.
Kept a regular update on Kimpton events and new job posting.
Assisted in designing and compiling an efficient filling system.
Completed a full-on file audit and a full-on I-9 audit.

Hotel Marlowe, Cambridge MA
Housekeeping Intern in the Functional Area September 2013 – March 2014
Keeping an active and engaging communication between the housekeeping office and housekeepers.
Assisting in organizing and checking the cleaning of the hotel rooms and common areas.
Managing and restocking of hotel equipment and housekeeping budget.

Extracurricular Activities

Member of Boston University China Fund, Boston MA March 2013
Member of Boston University SHA Marketing Club March 2013

References

Available upon Request.

