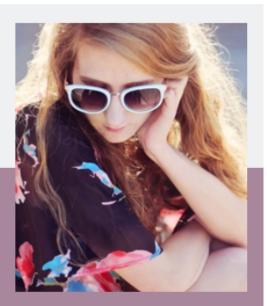
Hae-won Jeon

GUEST RELATIONS

EXECUTIVE PROFILE

I have over 5 years of experience in the hospitality industry, and am currently exploring full-time opportunities in guest relations for hotels or restaurants.



COMPETENCIES

- Strong communication and interpersonal skills
- Experience in guest relations and front-ofhouse staffing
- Highly organized and pays attention to detail

W O R K R E F E R E N C E S

Limma Kulis
HR Head, Briarwoode Premiere Hotel
Email: www.reallygreatsite.com
Paytonn Jawolsi COO,
Blue Briar's Bistro
Mobile phone: (123) 456 7890

CONTACT INFO

Mobile Phone: (123) 456 7890 Landline: (123) 456 7890

Email Address: hello@reallygreatsite.com Home Address: 9436 Feather Street, Santa

Fe, New Mexico 87501

WORK BACKGROUND

Guest Relations

Briarwoode Premiere Hotel | June 2018-present

- Assists in arranging reservations
- Facilitates a smooth check-in process
- Escorts guests to rooms and amenity floors
- Handles customer complaints

Front of House Staff

Blue Briar's Bistro | May 2015-June 2018

- Took reservations and managed customer flow
- Greeted guests upon arrival and showed them to their tables
- Handled guest complaints and settled issues

ACADEMIC SUMMARY

IKW Vocational School

Diploma in Hospitality and Guest Relations

Completed on April 25th, 2015

Extra units taken in bartending, barista skills and concierge functions

Most Outstanding Student Awardee IKW Scholarship Awardee

Cleinfeld High School

Graduated with distinction on April 2019

Completed on April 19th, 2007

Graduated as class salutatorian, with a GWA of 3.7 Blake Quin Medal for Academic Excellence

Cleinfeld High Scholarship Awardee