

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-of-house staffing
- Highly organized and pays attention to detail

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

Brianwoode 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

WORK REFERENCES

Limma Kulis

HR Head, Brianwoode Premiere Hotel

Email: www.reallygreatsite.com

Paytonn Jawolsi

COO, Blue Briar's Bistro

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