

YOUR NAME

Your Address

Your Town

Your County

Your Postcode

Tel: 01234 556677

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PERSONAL PROFILE

A smart adaptable person who enjoys meeting and helping people. An excellent organiser with good customer service skills. Communicates effectively at all levels and copes calmly and efficiently in all situations. Uses initiative to make decisions and take responsibility for own work. Able to use information technology and office equipment.

CAREER HISTORY

Assistant Head Porter Hotel St. James, Mayfair, London 1999 - 201?

Supervised and trained staff in large city centre hotel. As night receptionist, dealt with guests from all over the world, ensured their comfort and security. Advised on local facilities, arranged transport, organised functions and conferences. Used computer to enter and maintain records.

Porter Princess Royal Hotel, Worcester 1997 - 1999

Greeted guests, ensured they enjoyed their stay by organising and arranging matters to meet their needs. Responsible for security of premises and contents including guests' belongings. Answered enquiries personally, by phone or by fax.

Petty Officer Royal Navy 1990 - 1997

Responsible for efficient operations of men and equipment at sea and ashore, in UK and abroad. Dealt with forces and civilian personnel at all levels and in a range of situations, some hazardous and stressful. Was promoted through the ranks from ordinary seaman.

OTHER INFORMATION

Understand and speak French, Spanish, some Russian.
Full, clean driving licence and own transport.
Interests include sport, naval history, listening to music.

REFERENCES AVAILABLE ON REQUEST