

Your Name

123 Hall Street
Hays, KS 67601

(123) 456-7890
name@mail.fhsu.edu

EDUCATION

Bachelor of Science in Tourism and Hospitality Management, May 20xx
Fort Hays State University, Hays, KS
GPA 3.62 on a 4.0 scale

Associate of Science in Marketing, May 20xx
Barton Community College, Great Bend, KS

QUALIFICATIONS

- Bilingual in Spanish
- Extensive international travel experience
- Excellent problem solving, time management, and leadership skills
- Strong communication and promotion skills
- Relationship management skills

RELATED EXPERIENCE

Event Planner, January 20xx - Present
Hilton Garden Inn, Hays, KS

- Collaborate with customers in planning conferences, events, and weddings
- Manage budgets of up to \$15,000 for up to 300 attendees
- Upsell products and services to enhance event offerings
- Monitor staffing levels in all service areas to ensure exceptional service
- Developed relationships with local businesses

Hospitality Intern, August 20xx – January 20xx
Walt Disney World Resort, Orlando, FL

- Provided exceptional customer service to guests from all over the world
- Utilized reservation management system to make room reservations and check in guests
- Ensured guest safety and handled guest concerns in a professional manner
- Demonstrated ability to work under pressure in a high volume, fast pace work environment

COMMUNITY INVOLVEMENT

- Hays Chamber of Commerce, Board Member
- Hays Kiwanis Club- Treasurer
- United Way of Ellis County
- Hays Beautification Committee