**Name Surname**

Photo optional

Address, mobile phone number, e-mail, Skype

PROFESSIONAL EXPERIENCE



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Hotel Pan, Kuwait** |  | **General Manager** |  |  |
|  |  |  |  |
|  |  |  |  |  |  |

*April 2017 to date*

*Property Summary* 404 rooms, 50,000 sq feet meeting space, 6 F&B outlets + C&B operations

*Scope* Direct report to board of directors. All hotel operations including, F&B, Rooms and Spa / Gym, Golf course. Oversee Finance, Marketing and HR.

*Achievements*

Prepared and delivered budget for 2018

Exceeded said Budget 2018 by US$7.1m

*Reporting to*

Regional Vice President

Make sure there are no gaps in your CV. If there are, state the period and the

reason.

I.e. From January 2016 to October 2017, I took a break from my career and focused on helping my family/took a trip around the world…

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Hotel Jupiter, Rome** | |  |  |  |  |  |
|  |  |  |  |  |
|  | February 2016 to March 2017 | |  |  |  |  |  |
|  | *Property Summary* | 280 rooms, 30,000 sq feet meeting space, 4 F&B outlets | | | | |  |
|  | *Scope* | Preparation of the pre-opening budget and staffing plan. | | | | |  |
|  |  | Oversight of all operations related decisions for the project (pre-opening). | | | | |  |
|  | *Achievements* | Established a fully-functioning pre-opening office for the incoming team. | | | | |  |
|  |  | Hired key leadership talent from the market. | | | | |  |
|  |  | Established a clear critical path for the incoming team. | | | | |  |
|  |  | Secured more than Euro 4.0m in confirmed group business prior to opening. | | | | |  |
|  | *Reporting to* | Regional Vice President |  |  |  |  |  |

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|  | **Hotel San Servolo, Barcelona** |  | **Room division Manager** |  |  |
|  |  |  |  |  |  |

May 2014 to January 2016

*Property Summary* 222 rooms, 22,000 sq feet meeting space, 2 F&B outlets + C&B operations

*Scope* All hotel operations including F&B, Rooms Golf Course and Spa.

|  |  |  |
| --- | --- | --- |
| *Achievements* | Maintained a TripAdvisor ranking of #1 or #2 for 3 years | |
|  | Tested 3 main PMS systems at the time and successfully implemented Opera in 2016 | |
| *Reporting to* | General Manager |  |
|  | |  |

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| --- | --- | --- | --- | --- | --- |
|  | **King’s Hill Hotel Scotland** |  | **Front Office Manager** |  |  |

January 2013 - April 2014

*Property Summary* 197 rooms, 24 residences, 30,000 sq feet meeting space, 4 F&B outlets

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Scope* | Reception, Guest Services / Concierge, | | | | | |
| *Reporting to* | General Manager | | | | | |
|  | *Scope* | | Reception, Guest Services / Concierge, Housekeeping / Laundry, Spa, | | | | | | |
|  |  | | 24 Residences |  |  |  |  | |  |
|  | *Reporting to* | | General Manager |  |  |  |  | |  |
|  |  | | |  |  |  |  | |  |
|  | **Glendoyle Hotel Dublin** | | |  |  |  | **Previous Roles** | |  |
|  | Front Office Assistant Manager | | | - |  | June 2011 - December 2012 | | | |
|  | Front Office Supervisor | | | - |  | November 2007 – May 2011 | | | |
|  | Receptionist | |  | - |  | November 2006 – October 2007 | | | |

EDUCATION



**School Name**

**Completion date**

**Degree**

SKILLS & ABILITIES

Here you can list programs you are skilled in (I.e. proficient in Rezlynx, Opera etc) and other strong points.

Communication

If you are great in resolving conflicts, can give clear directions or are great at presenting material, here is the place to list that. Elaborate a bit where you got and refined those skills.