**Sheldon Jones**

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Summary

Highly skilled Hotel Management Trainee has experience working both at a chain hotel as well as experience working at a 4-star upscale hotel and casino resort. Has learned how to successfully manage a hotel and is ready to move into a fulltime hotel general management position. Possesses a Bachelor’s Degree in Hospitality Management and has a sound knowledge of successful hotel administration and management.

Highlights

* Excellent problem-solving and critical thinking abilities
* Good administrative abilities
* Good written and verbal communication skills
* Strong supervisory and leadership skills
* Solid understanding of guest relations and customer service within the hotel industry
* Terrific interpersonal and social skills
* Strong understanding of all aspects of hotel management
* Ensures hotel staff follow excellent guest care standards
* Good ability to analyze budgets for hotel departments and restaurants

Work Experience

**Hotel Management Trainee**

**Four Star Golden Casino and Hotel 7/1/2013 – present**

**New City land, CA**

* Supervised staff in hotel as a hotel management trainee.
* Assisted supervising hotel manager with interviewing new employees.
* Learned how to successfully manage a four-star hotel resort and casino.
* Successfully tracked costs and provided hotel administration.
* Ensured staff provided exceptional customer service to guests.

**Hotel Management Trainee**

**Holiday Inn 6/1/2012 – 6/1/2013**

**New City land, CA**

* Served as a Hotel Management Trainee under the supervision of the General Manager.
* Successfully supervised staff.
* Provided day-to-day administration of hotel.
* Analyzed profits and made recommendations for improvements.

Education

**Bachelors of Arts Degree – Hospitality Management**

**2012**

California Regional Pacific University

New City land, CA