

# Quinn Thompson

XXXX Bronco Rd  
Boulder City, NV 89005  
(928) 276-XXXX  
Quinn\_Thomps@gmail.com

## Hotel Front Desk Clerk

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## WORK EXPERIENCE

### Hotel Front Desk Clerk

07/2023 - PRESENT

### Best Western Hotel Las Vegas, NV

- Enhanced guest satisfaction by efficiently managing check-ins and checkouts.
- Streamlined reservations process for improved accuracy and guest experience.
- Assisted guests with inquiries and resolved issues promptly, ensuring positive feedback.
- Collaborated with housekeeping to maintain room readiness, enhancing guest comfort.

## EDUCATION

09/2021 - 06/2023

High School Diploma

Lee Williams High School Kingman, AZ

## CERTIFICATIONS AND AFFILIATIONS

- Certified Hospitality Professional (CHP) - 2024
- CPR and First Aid Certification - 2023

## SKILLS

Automated Telephone Systems

Multi-Line Phone Systems

Room Assignments

Report Generation

Front Office Support

Customer Service Management

Production Scheduling

Health Codes Compliance

Basic Accounting

Equipment Troubleshooting

Operations Support

## LANGUAGES

English | C2

French | C1