

Name

Current Address:

Permanent Address:

OBJECTIVE

Hotel Manager. Seeking an entry level position in a first-class hotel, such as Hilton, Ritz-Canton, SAS Royal, and Inter-Continental. Interested in rotating through several areas such as convention sales, public relations, and promotion. Willing to relocate frequently including international rotational assignments that draw upon multiple language fluences and exposure to foreign cultures. Eventually wish to advance to a hotel general management position.

EDUCATION

HELSINKI SCHOOL OF ECONOMICS, INTERNATIONAL BBA PROGRAM

Mikkeli, Finland

Bachelor of Business Administration, September 19XX - April 19XX

A university level program with an annual intake of about 100 students. Studies are conducted entirely in English, in intensive three week modules, and are taught by professors from universities the world over. Both cases and teamwork are used extensively. The length of the program is six semesters and can be completed in about two years, due to the fact that there are three semesters in a year. The last semester is spent studying at a foreign university.

Relevant courses:

! Marketing Management	! Industrial Marketing
! International Marketing	! Strategic Marketing
! Service Marketing	! Human Resource Management

SCHILLER INTERNATIONAL UNIVERSITY (SIU) Engelberg, Switzerland

Associate of Science, January 19XX - May 19XX, Hotel management major, Overall GPA: 3.84 on a 4.0 system.

An international university that follows the American academic system on nine campuses in Europe and in the United States. Engelberg campus has specialized in hotel management. Students of more than 20 nationalities. International faculty.

Relevant courses:

! Hotel Management	! Food and Beverage Purchasing
! Principles of Food and Beverage Service	! Introduction to Hotel Operations
! Housekeeping Management	! Hotel/Motel Law
! Introduction to Hotel and Restaurant Operations	! Principles of Marketing and Advertising

HONORS

Dean's List - three out of three semesters at SIU.

Diploma of Swiss Hotel Management

Heinrich Pestalozzi award - for the highest academic average

WORK EXPERIENCE

7/XX

OSUUSKUNTA TUOTTAJAIN MAITO Riihimaki, Finland

Kitchen assistant (full-time,)

Helped the cooks in basic food preparation tasks. Responsible for receiving goods and storing them, Served customers during very hectic periods. Cleaned floors, tables, and other equipment. Responsible for supplying a cafeteria. Assisted in catering company visitor groups both on and off premises.

January 19XX
-May 19XX

INTERNSHIPS at Hotel Europe, Engelberg, Switzerland

Completed Front Office, Housekeeping, Food and Beverage Service, Food Production and two Restaurant Operations internships

Received guests, checked customers in and out. worked in rotation in rooms, public areas, laundry, and linen room. Handled à la carte and banquet service. Held positions of commis de rang up to the level of demi-chef de rang. Planned menus, prepared complete meals for up to 75 people, and served food.

ACTIVITES

The Hotel, Catering, and Institutional management association (HCIMA), Student Member since 19XX

Association of Finnish Hotel Management Alumni of SIU Engelberg, Treasurer

**ADDITIONAL
INFORMATION**

Completed training in MS-DOS 6.2, MS-Windows 3.11, WordPerfect 5.2 for DOS and for Windows, MS-Word 6, MS-Excel 5, MS-Works, SPSS/PC, Lindo, and Fidelio. Attended a seminar on new features of Fidelio software in March 19xx.

Through several travels in Europe, gained an experience and knowledge of European cultures.

AVAILABILITY

April 19xx

REFERENCES

DR. HEIKKI URMAS. Dean of the BBA Program. Helsinki School of Economics, Milckeli, Finland, (358)5520441

MR. JORC MULLER. Depuw Director. Schiller International University, Engelberg campus, Engelberg, Switzerland, (41)41 944343