

Curriculum Vitae

Sample CV

Personal details:

Name: Mr. Sample CV
Address: Samplestreet
70
6005 Luzern
Switzerland
Date of Birth: 2nd of October 1981
Nationality: Swiss
Legally work: legally work in EU
Marital status: with partner
Children: none

Languages: Chinese/Mandarin, English, French, German
Education level: Bachelors degree
Hospitality work experience: 3-5 years
Special experience: Europe work experience

Date of availability: September 2009
Current location: Africa
Travelling Status: will be travelling single status
Telephone: 0041 41 370 6759
Email address: jeff@h-g-r.com
Position(s) sought: Permanent position for graduates
Department(s) sought: Food & Beverage Bar/Sommelier



Personal profile:

As a Bachelor of Business Administration and after obtaining first relevant international work experience within the hospitality industry, I am now ready to take on new responsibilities to further my professional career.

My key strengths include strong analytical and logical skills, an eye for detail, communication and interpersonal skills.

I enjoy working in a team and help others progress. At the same time I work well independently.

As a highly motivated and driven individual I strive on taking up challenges.

Interests:

Travelling
Foreign Cultures
Photography
Sports

Educational qualifications:

Oct 99 - Feb 02 **Higher Diploma (Hotel Management)**
Swiss Hotelmanagement School, SHL

Employment history:

Mar 04 - Ongoing

Assistant Manager (Rooms Division/Food & Beverage)

Hotel Atlantic Kempinski Hamburg www.kempinski.com 5 star business hotel, part of Leading Hotels of the World 412 guest rooms, large function facilities, 3 food & beverage outlets

Optimization of bar procedures, reinforcing SOPs

Developing & implementing promotions

Responsible for day-to-day operations

Optimization and streamlining of housekeeping and laundry procedures

Implementation of new SOPs

Analyzing monthly reports for rooms division performance and sub departments

Mar 03 - Mar 04

Management Trainee

Hospitality Graduate Recruitment www.h-g-r.com Leading company for placements within the Hospitality industry.

Traineeship covering all aspects of an online recruitment agency.

Mar 02 - Mar 03

Management Trainee (Rooms Division)

Hyatt Regency Xian, China www.hyatt.com 5 star business hotel 404 guest rooms, 4 food & beverage outlets

Traineeship covering all rooms division departments on operational as well as supervisory level.

Training courses attended:

Mar 02 - Ongoing

OpenOffice - IT Courses

May 01 - Jan 03

Language Course - Chinese

References:

Hyatt Regency Xian

Patrick Sawiri, Phone: 86 22 2330 7654

Hospitality Graduate Recruitment

Jeff Ross, Phone: 41 41 370 99 88

Sample Work Certificate



Luzern, 26.November 2008

To whom it may concern

Mr Sample CV was employed at Hospitality Graduate Recruitment from November 2007 to November 2008 in the capacity of a management trainee to complete his internship.

Mr Sample CV proved to be extremely competent, reliable and contributed greatly to the company.

Not only was his work consistently and of a high standard but he also worked well under pressure and always managed to stay calm and even tempered. Mr Sample CV worked very well with his colleagues who will describe him as a team player who is always courteous and polite.

I wish to thank Mr Sample CV for his dedication and hard work and can only recommend him very highly. Hospitality Graduate Recruitment will miss him.

Please do not hesitate to contact me personally for any more information.

Yours sincerely,

Jeff Ross
Managing Director

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6005 Luzern
Switzerland