

# Maria Evans

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Objective	A position in the hospitality industry that will utilize managerial, communications, and sales skills.		
Education	Florida International University		Miami, FL
	School of Hospitality Management		
	Bachelor of Science in Hospitality Management		
	▪ December 20XX, GPA 3.5		
	Miami-Dade Community College		Miami, FL
	Associate of Arts		
	▪ May 19XX, GPA 4.0		
Honors	▪ Dean's List		
	▪ FIU Honor Society		
	▪ American Hotel & Motel Association Scholarship		
Work Experience	19XX–19XX	Marriott Hotel	Miami, FL
	Management Intern		
	▪ Completed front desk and Food /Beverage rotations.		
	▪ Provided prompt customer service to an international clientele.		
	▪ Promoted sales upgrades resulting in a 10% increase in monthly sales.		
	▪ Assisted with administrative duties such as scheduling, payroll, purchasing, and accounting.		
	19XX-19XX	The Olive Garden	Miami, FL
	Hostess		
	▪ Worked as a team member to ensure quality customer service.		
	▪ Resolved customer complaints.		
	▪ Coordinated table seating and processed take-out orders.		
	▪ Awarded "Employee of the Month".		
Languages	Fluent in English and Spanish; conversational Portuguese		
Computer Skills	Windows 98; Microsoft Office, and Internet		
Activities	Honor Student Association; American Hotel & Motel Association		
References	Available upon Request		

