

Executive Curriculum Vitae (CV)



Jane Doe
General Manager – Hospitality Industry

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 New York, USA
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 (202) 555-1234

An Executive MBA Graduate from ESCP Business School. Result driven professional with proven business development and management experience. Accomplished in determining most optimal operational practices, achieving all objectives and ensuring smooth operations.

EXPERTISE

Project Management Team Management Leadership Business & Financial Communication Operations
Customer Service Event Planning Cost Control Business Development Quality Management
Business Analysis Business Process Improvement Capital Planning Business Business Management

PROFESSIONAL EXPERIENCE

General Manager
Hotel Renaissance - NY
01/2021 - 01/2024 New York, USA

Responsibilities:

- Overstayed projects were fully operational through delegation of maintenance tasks and promptly responding to requests.
- In charge of the full repositioning of the hotel with a \$1M budget. Completed the project 1 month before the deadline and within the budget limits.
- Leadership of Executive Team: Food & Beverage, Human Resources, Finance, Marketing, Operations and Sales. Directors Management of over 320 employees.
- Secured financial integrity through review of profit and loss statements, monthly budget productivity report, following compliance, forecasting and managing different systems.

Contact: Jane.Doe@hr.com | (202) 555-1234

Operational Manager
Hotel Transylvania - NY
01/2017 - 01/2021 New York, USA

Responsibilities:

- Increased revenue by 14% from \$2.5M to \$2.8M through strategic planning and a more efficient use of available resources.
- Improved the workflow via direct hands-on management of 16 front of house staff and indirect management of 20-back of house staff.
- Reduced monthly front and bar cost amounting while making a profit by initiating revenue generation ideas and ensuring guests had a positive experience.
- Designed and implemented a superior training program for each department which resulted in increased guest satisfaction.
- Improved Front-of-House & Beverage revenue by 24% in the first 3 months by developing new strategies and an effective management program.

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PERSONAL ACHIEVEMENTS

- Published an opinion article on publications regarding "Living every day in a 5-Star hotel" (2018)
Journal of Hospitality, Volume 14(1), 1-10, 2018, 10.1016/j.jh.2018.01.001
- Received 95% on customer satisfaction survey (2019)
- Received over \$10,000 in earned the annual charter in the local community (2018)
- Completed 10 Marathon races (2011 - Present)

EDUCATION

MBA - Hospitality Management
ESCP, Business School
09/2019 - 01/2021 Miami, USA

CONFERENCES & COURSES

Disruption 2022: Trends & Strategies for the Modern Hotelier (2022)
New York Convention for Hospitality Industry

- Was one of the speakers before company with guests from the hotel and other attendees for the day-long conference, which consisted of a keynote and three day-long panel discussions given by hoteliers.

Project Management Principles and Practices (01/2019 - 04/2019)
ESCP, Miami, FL

- Learned about managing projects and effectively managing. Highlighted both communication methods through the project, success and challenges.

Trend Technology in 21st Century (01/2019)
Miami, FL

LEAD'22 World Conference on Smart Operations (01/2019)
LEAD'22

- Was one of the firsts the new format model for the day-long keynote for attendees, Technology, Sustainability, and Analytics.

Business Travel (Shanghai) (04/2019)
Shanghai, China

- Participated in more than 20 thought-provoking sessions, including corporate travel experts.
- Established the relationship with the four-travel agencies.

Course in Marketing Fundamentals for the Hospitality Industry (2019)
Miami, Florida, University of Management

CERTIFICATES

Certificate in Executive Leadership
By ESCP, University

Certificate in Strategic Leadership for the Hospitality Professionals (2019)
By ESCP, University

Certificate in Hospitality Management (2019)
University of Management

Certificate in Modern Hospitality Services and Revenue Optimization (2019)
New York, School of Hospitality Administration

Certified Hotel Administrator (CHoA) (2019)
By ESCP, University

Foundation Leadership Program Certificate (2019)
By ESCP, University

LANGUAGES

Spanish	■ ■ ■ ■ ■	English	■ ■ ■ ■ ■
French	■ ■ ■ ■ ■	German	■ ■ ■ ■ ■
Portuguese	■ ■ ■ ■ ■		

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Terry C. Jones



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web ice station zebra is a 1963 thriller novel written by scottish author alístair maclean it marked a return to maclean s classic arctic setting after completing this novel whose plot line parallels real life events during the cold war maclean retired from

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web hms ulysses was the debut novel by scottish author alístair maclean originally published in 1955 it was also released by fontana books in 1960 maclean s experiences in the royal navy during world war ii provided the background and the arctic convoys to murmansk provided the basis for the story which was written at a publisher s

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web alister maclean was one of the popular scottish novelists who used to write thrillers and adventure novels his writing career includes a total of 29 bestselling novels which helped him to be recognized among the outstanding writers of his time

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