

Executive Curriculum Vitae (CV)



Jane Doe
General Manager – Hospitality Industry

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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, defining all objectives and ensuring smooth operations.

EXPERTISE

Brand Management
Team Management
Leadership
Human & Talent Development
Operations

Customer
Strategy
Business Development
Project Management
Business
Financial Management

PROFESSIONAL EXPERIENCE

General Manager
Hotel Renaissance - NY
01/2017 - 01/2021 New York, USA

Responsibilities:

- Guaranteed process were fully operational through delegation of maintenance tasks and priorities, responding to requests.
- In charge of the full responsibility 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 | 301-401-1010

Operational Manager
Hotel Transylvania - NY
01/2011 - 01/2017 New York, USA

Responsibilities:

- Increased revenue by 14% from \$2.5M to \$4.5M 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 hourly front and bar cost amounting while making a profit by reducing revenue generation slow and ensuring guests had a positive experience.
- Designed and implemented a superior training program for each department which resulted in increased guest satisfaction.
- Increased Front-of-House & Beverage revenue by 24% in the first 6 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

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
01/2016 - 01/2017 Miami, USA

CONFERENCES & COURSES

Disruption 2017: Trends & Strategies for the Modern Hotelier (2017)
New York Convention Center, New York, USA

- Was one of the speakers before, alongside with guests of the hotel and the role of the hotel in the community, which was one of the topics and the role of the hotel in the community.

Project Management Principles and Practices (01/2016 - 04/2016)
ESCP, Miami, USA

- Learned about managing projects and effectively managing projects, which was one of the topics and the role of the hotel in the community.

Trend Technology in 21st Century (01/2016)
Miami, USA

LEAD170 World Conference on Smart Operations (01/2016)
Miami, USA

- Was one of the speakers before, alongside with guests of the hotel and the role of the hotel in the community, which was one of the topics and the role of the hotel in the community.

Business Travel (Shanghai) (01/2016)
Shanghai, China

- Participated in more than 10 thought-provoking sessions, alongside with guests of the hotel and the role of the hotel in the community.
- Established the relationship with the local market.

Course in Marketing Fundamentals for the Hospitality Industry (2015)
Miami, USA

CERTIFICATES

Certificate in Executive Leadership
ESCP, Miami, USA (2017)

Certificate in Strategic Leadership for the Hospitality Professionals (2016)
ESCP, Miami, USA

Certificate in Hospitality Management (2015)
ESCP, Miami, USA

Certificate in Human Hospitality Services and Revenue Optimization (2014)
New York Convention Center, New York, USA

Certified Hotel Administrator (CHM) (2013)
ESCP, Miami, USA

Foundation Leadership Program Certificate (2010)
ESCP, Miami, USA

LANGUAGES

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

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CL Gary



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