

RESUME

Personal Information

Last Name: JOHANSSON First Name: EMMA Middle Name: ANETTE

Gender: Female Birthdate: October 7, 1987 Country of Residence: Sweden

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SE 111-81 Stockholm
SWEDEN

Email Address: emma.johansson@topmail.com



Earliest Available Start Date: May 25, 20xx Latest End Date: September 15, 20xx

(Note: If applying for "Summer Work and Travel" program, your dates must coincide with your University vacation AND the U.S. Consulate's dictate)

Education

Name of University: Stockholm School of Hotel Management Type of Degree: Bachelor

Major Field of Study: Food and Beverage (Expected) Graduation: June 20xx

Professional and/or Volunteer Experience

Professional and/or Volunteer Experience

Company: Hotel Stockholm Job Title: Assistant Manager of Restaurant Dates: June, 2010 – current
Responsibilities: Scheduled staff, oversee dining room, audit daily revenue, maintain guest satisfaction by identifying needs and answering questions, working in whatever capacity is needed for the restaurant to be excellent (wait table, bus tables, assist guest in every matter as needed)

Company: Inn of Sweden Job Title: Head Waiter Dates: Mar, 2007 – June, 2010
Responsibilities: Assured guest satisfaction, handled issues with other wait staff, answered menu / wine questions, taking and serving food/beverage orders, being willing to perform any task to assure quality guest experience (bus tables, etc)

Company: InterContinental Hotel Job Title: Valet Dates: July, 2006 – Mar, 2007
Responsibilities: Assumed responsibility of guest's car, parked cars, assisted guests with directions, etc.

Volunteered with Red Cross Job Title: Organizer Dates: March 20xx
Responsibilities: Assisted in organizer charity dinner to benefit Red Cross. Greeted and seated guests, dealt with issues concerning guest satisfaction

Skills and Miscellaneous Information

Skills: Competent in Excel, WORD, and various computer based hotel restaurant software (IGP 2, Ping, etc)
Team player, highly motivated, enthusiastic, happy, hard worker

English Ability: Intermediate (8 years of Academic training also have traveled to U.S. and England several times)

Other Languages: French (Intermediate), Spanish (Intermediate), German (Basic)

Hobbies: running, tennis, travel, cooking, wine, reading