**HOSPITALITY RESUME**

Allan Gibson

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**Profile**

Night Auditor with 5+ years’ experience keeping accurate financial records and generating guest folios in hotels with 100+ rooms. Thorough knowledge of cash handling best practices. Skilled at collaborating with other functions to ensure smooth service for guests throughout the night. Draw on detailed knowledge of local geography and amenities. Dedicated to providing positive and memorable guest experiences.

**Professional Experience**

Quality Inn

Indianapolis, IN

September 2018 to Present

* Efficiently complete closing reports, ensuring all financial data is accurate and up-to-date
* Post correct rates and charges to each folio and check service charges from multiple departments, addressing any discrepancies
* Handle check-in and check-out, and process payments using POS system
* Greet guests and provide information on hotel services and local facilities
* Supervise night staff of 3 employees

**Night Auditor,**

White Lodging

Indianapolis, IN

June 2015 to September 2018

* Maintained accurate revenue and statistics records, and cashed up at end of each shift
* Promptly and accurately completed gross revenue reports
* Organized and cleaned the front desk area for the morning shift
* Scrutinized records for discrepancies, and reported any concerns to management

**Education**

Associate of Science in Hospitality Administration

Ivy Tech Community College

Indianapolis, IN

2015

**Key Skills**

* Bookkeeping & Data Entry
* Customer Relations & Service
* Efficiency Improvement
* Hotel Safety & Security
* Microsoft Office Suite
* Team Collaboration