

saynab ahmed

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Authorized to work in the US for any employer

6/5

11:30 A



WORK EXPERIENCE

front desk agent

Residence Inn by Marriott - Rochester, MN - 2016-03 - 2016-04

Responsibilities

I was responsible for checking guests in and making reservations.

Accomplishments

I would make reservations for guests through the phone and walk in. I also edited the parking board in the office to make sure we had accurate indoor and outdoor parking spots for our guests.

Skills Used

I did a lot of multi-tasking. Always kindly greeted them, welcomed them to the property. I would then check them in. I tried my best to answer all of their questions even if they didn't have any reservations and came in for other purposes.

I booked reservations for guests on the phone. It was my duty to answer all phone calls at the front desk as well as checking guests in. I always had a positive attitude and made our guests feel at home. I met so many wonderful guests from all over the world. It was a great experience.

Supervisor

Ice Castles - Eden Prairie, MN - 2015-12 - 2016-02

Responsibilities

I was responsible to arrange the event ambassadors' positions throughout the castle. I made sure everyone had their breaks. I also made sure the costumers who had difficulties with purchasing their online tickets (instead of the ticket booth) had a valid transaction through the online payment system. Last but not least, I made sure non-costumers could not sneak in the castle.

Accomplishments

The biggest impact I overcame was dealing with costumers who purchased their ticket online and weren't able to go in when their bar code was scanned, mostly due to the fact that they arrived earlier than the time they scheduled for or the good old-fashioned payment system error.

Skills Used

I always kept calm and bubbly through very busy days where 300 people showed up to the minimum. There were many people unsatisfied due to various situations. I made sure most people were satisfied & comfortable in the castle.

Banking clerk

Selco Builders Warehouse - London - 2014-08 - 2015-10

with their information sheets. I also had to run tests on the every hour instruments to make sure the machine is producing appropriately. I would then write on my data sheet so the company had proof the instruments were safe to use on their patient's.

Accomplishments

the most challenging part of my job was that it was at a fast pace.

I was basically doing 3 jobs at once, also the responsibilities of the instruments.

Skills Used

my major skill in this job was multi-tasking & being focused at the same time.

i proved to myself showed me how much things i was able to accomplish at once.

EDUCATION

1 year in Esol teacher

West London university - London

2014 - 2015

High school or equivalent

Mayo high school

2007 - 2011