

Will Jennings

Front Desk Manager - First Service Residential

Broomfield, CO

clyo82@gmail.com - 815-206-9866

Obtain a challenging position that will utilize my strong business managerial, financial, computer technology, and communication skills and effective hands-on experience in business and customer personal and financial services.

WORK EXPERIENCE

Front Desk Supervisor

First Service Residential - Broomfield, CO - May 2012 to Present

Provided communication, registration, security, and service to permanent residents, licensees, and guests. Welcomes on-site members, visitors, determines nature of business, and announces visitors to appropriate personnel.

Performs other clerical duties as needed, such as filing, photocopying, and collating

Pier Agent

Port Of Palm Beach (Part-Time) - West Palm Beach, FL - March 2010 to May 2012

Provides cruise travel services and boarding custom services. Receiving payments for services, and products, Immigrations processing

Account Manager

Airline Promotion, Inc - Fort Lauderdale, FL - February 2007 to November 2008

Managed travel routing, arranged business travel

Reservations and confirmations for commercial airlines. Provided alternative travel plans and related services for business customers and agents.

Maintained and managed personal and financial accounts of American Express travel clients and customers.

Front Desk Manager

Continental Group, Inc - Hollywood, FL - July 2005 to February 2007

Provided communication, registration, security, and service to permanent residents, licensees, and guests. Welcomes on-site members, visitors, determines nature of business, and announces visitors to appropriate personnel.

Performs other clerical duties as needed, such as filing, photocopying, and collating

EDUCATION

Bachelor in Business Administration Technology

Florida Atlantic University - Jupiter, FL

2004 to 2008

Associates in Computer Networking

Florida Atlantic University - Jupiter, FL

2001 to 2003

ADDITIONAL INFORMATION

Professional Skills: Interpersonal skills and Teamwork. Customer and client individual interaction and personal relationship skills and problem solving.

Computer Skills: Microsoft Windows, Word, Excel, PowerPoint, Acrobat