

Khalid Mohamed

Rochester, MN

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Authorized to work in the US for any employer

Work Experience

front desk agent

Residence Inn by Marriott - Rochester, MN

March 2016 to April 2016

Responsibilities

I was responsible for checking guests in and making reservations.

Accomplishments

I would make reservations for guests though the phone and walk in. I also edited the parking board in the office to make sure we had accurate indoor and out door 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 to answer all phone calls at the front desk as well as checking guests in. i always had a positive additude and made our guest feel at home. i met so much wonderful guests from all over the world. it was a great experience.

Supervisor

Ice Castles - Eden Prairie, MN

December 2015 to February 2016

Responsibilities

I was responsible to arrange the event ambassadors positions through out 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 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 fashion 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 various situations. i made sure most people were satisfied & comfortable in the castle.

Receptionist

broadway residences & suites - Rochester, MN

February 2012 to February 2014

Responsibilities

I was responsible for registering guests
& getting them situated in the hotel rooms.

Accomplishments

I dealt with people from different cultures.
I learned & enjoyed to understand their cultures. so I can make it more suitable & home like for them.

Skills Used

the main skill I used was being social & getting to understand their cultures,
I would greet in different languages too.
this makes guests comfortable & I put every fiber of my being to make it comfortable
for them so they would put in a good word for the hotel. Great communication was the key for more
clients.

Materials & medicine management

olmsted medical hospital - Rochester, MN

March 2013 to December 2013

Responsibilities

my responsibility was to order & register all the hospital's medicine
located in the pharmacy's stockroom.

Accomplishments

my impact wasn't my daily assignments there, therefore, I was challenged by doing extra orders.
It got complicated at times where I wouldn't even get to take my lunch break. Even though my lunch
break was mandatory i stuck to my tasks to make sure I got done with everything by the end of the
day. Eventually I trained myself at a quick pace and became excellent at my work. I even helped my
co workers finish theirs because I would get done early. Practice does make perfect.

Skills Used

the best skills I used were staying positive, focused & working extra hard.

Personal Catheter

Rochester Medical - Stewartville, MN

April 2010 to December 2010

Responsibilities

I operated a machine that produced catheters, at the same time packaging them
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 Public health

Rochester Community and Technical College - Rochester, MN

2012 to 2016

High school or equivalent

Century high school

2012