

# HOSPITALITY ADMINISTRATION SAMPLE RESUME

**Stephen Austin**

Nacogdoches, Texas

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## EDUCATION

Bachelor of Science in Hospitality Administration

May 20XX

Stephen F. Austin State University (SFA), Nacogdoches, Texas

Cumulative GPA: 3.6

## CERTIFICATIONS

- Texas Food Handler, ServSafe, Expires August 20XX
- Event Management, CVENT, Expires April 20XX

## RELEVANT EXPERIENCE

### Culinary Café Assistant

February 20XX – May 20XX

Culinary Café Learning Lab, SFA School of Human Sciences, Nacogdoches, Texas

- Designed diverse themed customer experiences showcasing global cuisines
- Managed front-of-house and back-of-house staff to serve 80+ fine dining guests
- Hosted special events for internal and external partners, effectively promoting the Culinary Café as a premier venue

### Event Coordinator Intern

May 20XX – July 20XX

Whispering Pines Wedding Chapel, Dallas, Texas

- Corresponded with clients and vendors, guiding them through wedding planning process from booking to completion
- Maintained client files, including floor plans, menus, bills and payment receipts
- Assisted with day of event coordination surpassing client and vendor expectation

### Food Truck Assistant

August 20XX – December 20XX

Lumberjack Express Mobile Learning Lab, SFA School of Human Sciences, Nacogdoches, Texas

- Developed and executed entrepreneurial business plan to ensure successful operations
- Contributed to the creation and preparation of theme-based menus
- Provided positive customer service to guests ensuring customer satisfaction

### Hotel Assistant

August 20XX – December 20XX

Fredonia Hotel, Nacogdoches, Texas

- Collaborated with hotel staff to set-up and tear-down indoor and outdoor events
- Correspond via phone to aid hotel staff manage hotel room and event space booking, outside vendors, and internal staff communication
- Designed visually appealing hotel store displays utilizing marketing techniques

## INVOLVEMENT

- Student Activities Association, SFA, August 20XX – May 20XX
- Eta Sigma Delta Hospitality Management Honor Society, SFA, August 20XX – May 20XX
- Ambassador, School of Human Sciences, SFA, August 20XX – May 20XX