# Tuan Pham

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# Professional Summary

* Trained in managing reservations, posting charges and processing transactions for over 20 guests per day. Eager to use abilities to help high-volume property satisfy guests and maintain a stellar reputation. Able to smoothly handle any guest challenge with an organized and efficient approach.

# Skills

* Serve guests
* Process payments
* Documentation
* Manage research
* Compute bills
* Maintain equipment
* Coordinate schedules

# Experience

*Hotel Receptionist* Jun2019-Oct2019

*Tuan Pham- Ha Long, QN, Viet Nam*

# Education

Associate of Science: Business Administration Jun 2017

Northern Virginia Community College