

# Executive Curriculum Vitae (CV)



**Jane Doe**  
General Manager – Hospitality Industry

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An Executive MBA Graduate from ESCP Business School. Result driven professional with proven business development and management experience. Accomplished in determining most optimal operational practices, defining all objectives and ensuring smooth operations.

**EXPERTISE**

Brand Management Team Management Leadership Project & Budget Management Operations  
Customer Service Quality Control Business Development Customer Relationship Business Management  
Business Analysis Business Process Improvement Capital Planning Business Business Management

**PROFESSIONAL EXPERIENCE**

**General Manager**  
Hotel Renaissance - NY  
01/2017 - 01/2021 New York, USA

*Responsibilities*

- Overstayed projects were fully operational through delegation of maintenance tasks and promptly responding to requests.
- In charge of the full reposition of the hotel with a \$1M budget. Completed the project 1 month before the deadline and within the budget limits.
- Leadership of Executive Team: Food & Beverage, Human Resources, Finance, Marketing, Operations and Sales. Directors Management of over 320 employees.
- Secured financial integrity through review of profit and loss statements, monthly budget productivity report, following compliance, forecasting and managing different systems.

Contact: Jane.Doe@hr.com - 301-401-1010

**Operational Manager**  
Hotel Transylvania - NY  
01/2011 - 01/2017 New York, USA

*Responsibilities*

- Increased revenue by 14% from \$2.5M to \$4.5M through strategic planning and a more efficient use of available resources.
- Improved the workflow via direct hands-on management of 16 front of house staff and indirect management of 20-back of house staff.
- Reduced monthly front and bar cost amounting while making a profit by reducing revenue generation slow and ensuring guests feel a positive experience.
- Designed and implemented a superior training program for each department which resulted in increased guest satisfaction.
- Increased Front and Food & Beverage revenues by 24% in the first 6 months by developing new strategies and an effective management program.

Contact: Jane.Doe@hr.com - 301-221-1010

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**PERSONAL ACHIEVEMENTS**

Published an opinion article on modifications regarding "Living every day in a 5-Star hotel" (2018)  
*Journal of Hospitality, www.hospitalityjournal.com*

Received 95% on customer satisfaction survey (2019)

Raised over \$10,000 to extend the school shelter in the local community (2016)

Completed 10 Marathon races (2011 - Present)

**EDUCATION**

**MBA - Hospitality Management**  
ESCP, Business School  
09/2016 - 01/2017 Miami, Spain

**CONFERENCES & COURSES**

**Disruption 2017: Trends & Strategies for the Modern Hotelier** (2017)  
New York Convention Center, New York, USA

- Was one of the speakers before competing with guests for the top and middle positions in the hotel management, which includes the role of general manager, hotel operations, management and other key positions, demonstrating great 5A Hotel!

**Project Management Principles and Practices** (01/2016 - 04/2016)  
ESCP, Miami, USA

- Learned about managing projects and effectively managing, planning, risk management, financial aspects to project success and completion.

**Trend Technology in 21st Century** (01/2016)  
Miami, USA

**LEAD'17: World Conference on Smart Operations** (01/2016)  
LEAD'17, Miami, USA

- Was one of the top 100 hoteliers in the top 100 hotels based on innovation, Technology, Sustainability, and Accessibility!

**Business Travel** (Shanghai) (04/2016)  
Shanghai, China

- Participated in more than 20 thought provoking sessions, creating business travel experts.
- Established the relationship with the four major airlines.

**Course in Marketing Fundamentals for the Hospitality Industry** (2015)  
New York University, New York, USA

**CERTIFICATES**

**Certificate in Executive Leadership**  
By ESCP, 2017

**Certificate in Strategic Leadership for the Hospitality Professionals** (2015)  
By ESCP, 2015

**Certificate in Hospitality Management** (2012)  
University of Pennsylvania

**Certificate in Modern Hospitality Services and Revenue Optimization** (2014)  
New York University, New York, USA

**Certified Hotel Administrator** (CHAs) (2010)  
By IHA, 2010

**Foundation Leadership Program Certificate** (2008)  
By ESCP, 2008

**LANGUAGES**

Spanish	■ ■ ■ ■ ■	English	■ ■ ■ ■ ■
French	■ ■ ■ ■ ■	German	■ ■ ■ ■ ■
Portuguese	■ ■ ■ ■ ■		

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**SA Adler**



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