

# Allan Gibson

654 My Road, Indianapolis, IN 32109  
a.gibson@myemail.com  
(345) 678-9012

Detail-oriented and conscientious night auditor with 5+ years' experience keeping accurate financial records and generating guest folios in hotels with over 100 rooms. Excellent attention to detail and thorough knowledge of best practices for cash handling. Adept at working collaboratively with a multi-departmental team to ensure smooth service for guests throughout the night. Possesses comprehensive knowledge of local geography and amenities and is dedicated to providing unforgettable guest experiences.

## Education

### Associate of Science in Hospitality Administration

IVY TECH COMMUNITY COLLEGE  
Indianapolis, IN, September 2013 - June 2015

## Key Skills

- Advanced numerical ability
- Bookkeeping and data entry
- Proficient in Microsoft Office Suite software
- Warm and efficient customer service style
- Team player
- Punctual and organized
- Expert knowledge of hotel health and safety and security protocols

## Professional Experience

### Night Auditor, Quality Inn, Indianapolis, IN September 2018 - Present

- Complete closing reports efficiently and ensure all financial information is accurate and updated
- Post correct rates and charges to each folio and check service charges from multiple departments, addressing discrepancies when necessary
- Handle check-in and check-outs and process payments using the point-of-sale system
- Greet guests and handle requests, providing information on hotel services and local facilities
- Supervise night staff of three employees

### Night Auditor, White Lodging, Indianapolis, IN June 2015 - September 2018

- Maintained accurate revenue and statistics records and cashed up at the end of each shift
- Promptly and accurately completed gross revenue reports
- Organized and cleaned the front desk area for the morning shift staff
- Scrutinized records for errors and discrepancies and reported concerns to the management team