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**Objective:** Interested in a challenging position as a Hotel Sales Manager with a Reputed Hotel.

**Key Skills:**

- Exceptional leadership skills
- Great presentation skills
- Highly skilled in attracting prospective clientele to the hotel.
- Highly skilled at tapping potential market and untapped niches for improving sales.
- Highly Successful Sales Manager

**Experience:** The Grand Haytt Baltimore, MD  
**Hotel Sales Manager** 2009 to Present

- Managed and coordinated monthly, quarterly and annual sales strategies and plans.
- Directed staffing, training and performance evaluations in order to develop and control sales program.
- Coordinated sales distribution by establishing sales territories, quotas and goals.
- Advised sales team and marketing team concerning sales and advertising techniques.
- Analyzed sales statistics in order to formulate policy and to assist dealers in promoting sales.
- Reviewed market analyses in order to determine customer needs, volume potential, price schedules and discount rates.
- Developed sales campaigns, promotional events in order to promote and accommodate goals of the hotel.
- Represented hotel at trade association meetings to promote the brand.
- Coordinated liaison between sales department and other sales-related units.
- Analyzed and controlled expenditures of division in order to conform to budgetary requirements.
- Prepared periodic sales report showing sales volume and potential sales for the hotel.
- Met with corporates and executives of companies to promote the hotel and to explore possible corporate tie ups.
- Ensured that hotel facilities are up to standards set for customers.
- Met customers to strike business deals and set goals for the hotel.

The Royal Orchid

Baltimore, MD

**Hotel Sales Supervisor** 2004 to 2009

- Promoted the hotels' services such as banquet hall, ball room, swimming pools, dining areas to gain clientele for the hotel.
- Met clients to promote business for the hotel.
- Met and discussed with clients within the hotel industry.
- Established and maintained relationships with customers and clients to clinch business for the hotel.
- Assisted the sales manager with preparing sales forecasts and sales strategies to improve business.
- Conducted researches tap potential clients for better business for the hotel.
- Trained and educated the hotel staff with administrative tasks.
- Secured the sales of hotel by managing and coordinating special events like weddings, conferences and anniversaries.

**Education:** State University of Maryland Baltimore, MD  
**Masters of Business Administration** 2008

State University of Maryland Baltimore, MD  
**Bachelors of Business Administration** 2003

**References:** Available upon request