

# Celie Brintley

Hotel Front Desk  
Clerk

---

## Details

[celie.brintley@gmail.com](mailto:celie.brintley@gmail.com)

(691) 560-1386

7845 W 114th Pl, Bismarck, ND 58501

---

## Profile

I am a Hotel Front Desk Clerk with over 1 year of experience in the hospitality industry. I have excellent customer service skills and a strong work ethic. I am reliable, organized, and detail-oriented. I have a high school diploma or equivalent and basic computer skills.

---

## Employment History

---

### Hotel Front Desk Clerk at Drury Inn & Suites Bismarck, ND

Mar 2022 - Present

- Answered an average of 60 phone calls per shift, providing information about hotel services and reserving rooms for guests.
- Checked in an average of 30 guests per shift, ensuring that all necessary paperwork was completed accurately and efficiently.
- Assisted with luggage for arriving and departing guests as needed.
- Responded to guest inquiries and requests promptly and courteously.
- Made sure the front desk area was clean and organized at all times.

### Associate Hotel Front Desk Clerk at Hampton Inn & Suites Bismarck, ND

Sep 2021 - Jan 2022

- Answered an average of 50 phone calls per day.
- Checked in an average of 30 guests per shift.
- Assisted with luggage for arriving and departing guests as needed.
- Handled guest concerns or requests in a timely and professional manner.
- Upsold hotel rooms, amenities, and activities to maximize revenue.

---

## Education

---

### High School Diploma at Central High School, ND

Sep 2016 - May 2021

I've learned how to study for and take tests, how to do research, and how to write papers.

---

## Links

---

[linkedin.com/in/celiebrintley](https://www.linkedin.com/in/celiebrintley)