

(Jimmy) Cheuk Wah Wu

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OBJECTIVE

To gain valuable working experience in hotels.

EDUCATION

Attending Widener University, Chester, Pennsylvania.
Bachelor Science: Hospitality Management
Anticipated graduation May 2008

PROFESSIONAL EXPERIENCE

Four Seasons Hotel Philadelphia (Accounting Department, October 2001 - Present)

Accounting Clerk

- Import the daily statistic to the computer system and ensure that the account balance is correct
- To collate with the Restaurant Checks, Registration Cards, Journal Entries, Daily Works and General Cashier Reports

Day Auditor (September 2006 – Present)

- Examine and verify the accounts from different departments in the hotel
- Post the accounts and make the necessary correction of some accounts

Purchasing Receiver (June 2005 – Present)

- Doing the wine & liquor inventory at the end of the month
- Receive food and non-food products from vendors

Embassy Suites Hotel Philadelphia Airport (Front Office Department, June 2006 – September 2006)

Front Desk Receptionist

- Check-in/check-out procedures
- Guest interaction related to hotel customer service

Sky Root Limited Hong Kong (Technical Department, September 1997 – October 2000)

Technical Engineer

- Ensure the new watches' designs are correct and giving advice to the watch designers
- Approve the blueprints of the new watches
- Contact the suppliers for the information of the latest technology
- Provide technical support for the expensive and luxury watches
- Handle customer service issues

Sky Silver Limited Hong Kong (Technical Department, August 1996 - September 1997)

Watch Technician

- Draw the blueprints for new watches
- Repair watches and assemble the sample watches

SCHOLARSHIP AWARD

- The nominated recipient of The Lodging Conference at Arizona 2007
- Scholarship Award Sponsored by the Greater Philadelphia Hotel Association 2007
- Hyatt Hotels for Minority Students Lodging Management Program Scholarship 2007
- American Express Scholarship 2007
- Scholarship Award Sponsored by the American Hotel & Lodging Educational Foundation 2006

PROFESSIONAL AFFILIATIONS

- National Society of Minorities in Hospitality Management (Treasurer)
- A member of American Hotel & Lodging Association (2006 – Present)

LANGUAGE

- Speak and write English, Mandarin and Cantonese fluently

COMPUTER SKILLS

- Power Point Presentation, Excel, Word, Auto Cad and Webpage Design