

# ADRIAN J. POLITE

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## EDUCATION

St. John's University – New York, NY  
Bachelor of Science, Hospitality Management - *minor in Business* 2009

## EMPLOYMENT HISTORY

Duane Street Hotel /'beca Restaurant (4 Diamond Rated Property) New York, NY  
*Night Manager/Sales* January 2008-July 2008

- Surfaced and developed new accounts for the hotel
- Maintained relationships with existing clients
- Handled group inquiries and administrative details of groups
- Managed night staff/MOD during day shifts to ensure all customer needs were met through room coordination, and restaurant and bar services (Micros)
- Posted and balanced charges and settlements, maintained files, and prepared systems for next day operations

Savoy Suites Hotel Washington D.C.  
*Guest Services Agent/Sales Trainee* June 2006-December 2007

- Ensured customer check-in and check-out expectations were met
- Crossed trained in the Sales Department
- Completed all items on appropriate checklist by end of shift. Responsible for coordinating specified rooms for incoming guests and sending communications to all teams that assist in customizing rooms with amenities and guest preferences

St. John's University New York, NY  
*Dormitory President/Student Leader* September 2006-December 2006

- Responsible for maintaining and allocating funds from a \$5000 budget
- Created programs to foster an environment dedicated to social and academic success at St. John's University
- Planned and executed a bus trip to Howard University Homecoming including negotiating bus and room rates, marketing and selling the packages.

Destination DC Washington D.C.  
*Intern* June 2005-August 2005

- Assisted in the operational execution of events for the WCTC to include special events, meetings, familiarization tours, and site inspections for groups including the World Travel and Tourism Council
- Evening receptions, dinners, and entertainment for the National League of Cities Board of Directors Meeting in 2005, during which Anthony A. Williams served as Mayor of Washington, DC
- Provided administrative support to the Tourism & Visitor Services Departments (a team of four managers).

Washington Hospitality  
*Volunteer*

- Established alumni association for Hospitality High School of Washington DC, including a website
- Conduct annual meetings as well as fundraiser events for a scholarship fund

## COMPUTER SKILLS

Proficient use of Microsoft Office programs including Word, Excel, PowerPoint as well as Oprea and Micros