

Rachel Poremski

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1600 SCARLETT DR.
WEST LAFAYETTE, IN, 47906

EDUCATION

Purdue University, West Lafayette, IN

Graduation: May 2010

Bachelor of Science: Hospitality and Tourism Management

- Lodging and Tourism Emphasis
- Proficient in Spanish (reading, writing, speaking)
- GPA 3.96/4.0 • Dean's List • Recipient 2008 AH&LA Cecil B. Day Scholarship

WORK EXPERIENCE

Hilton Garden Inn, West Lafayette, IN

Fall 2008 - Present

Guest Services Agent; Team Member of the Month, Dec. 2008, Apr. 2009

- Collaborated with General Manager in creating professional service policies and procedures
- Developed relationships with repeat guests to ensure their comfort during their stay and return

Talkeetna Alaskan Lodge, Talkeetna, AK

Summer 2007 & 2009

Front Desk Supervisor & Rooms Division Intern (2007)

- Promoted to Supervisor after three weeks as intern
- Worked additional part-time fulfilling Intern duties in the following departments:
 - Night Audit
 - Front Desk
 - Tour Desk/Concierge
 - Housekeeping/Laundry
 - Reservations
 - Bell Staff
 - Guest Service Agent

Reservationist (2009)

- Produced group résumés to facilitate communication throughout all departments
- Trained new Front Desk Staff, Supervisors, and Front Desk Manager

Mandarin Oriental, Macau SAR, China

Summer 2008

Sales and Marketing Management Intern

- Prepared Sales and Catering revenue forecasts management review and budgeting
- Chosen by the Director of Sales to contact sales leads and solidify catering business
- Oversaw and organized an event for Alliance Française de Macao from planning to execution

University Plaza Hotel – Hostmark Hospitality, West Lafayette, IN

Fall 2007 – Spring 2008

Front Desk Supervisor, Night Audit, Marketing Assistant; Associate of the Month, Apr. 2008

- Created a professional atmosphere through training and example

ADDITIONAL EXPERIENCE

Purdue University Hospitality and Tourism Management Study Abroad to China

Summer 2008

Hospitality Sales and Marketing Association

Treasurer (2009-2010)

HTM Society

Black Tie Dinner Wine Director (2009-2010)

Tutor for HTM Department Accounting Courses

2008 – Present

Purdue Crew Team

2008