

ANTHONY GREENE

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Buffalo, New York 14222
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PROFESSIONAL OBJECTIVE

Resort/Hotel Management

EDUCATION

Bachelor of Science in Hospitality Administration, State University of New York College at Buffalo, 5/20
Concentration in Hotel Tourism Management.

Scholarships: Statler Foundation, National Society of Minorities in Hospitality, Best Western Corporation.

Certifications: ServSafe Manager, National Restaurant Association Educational Foundation, Fire Safety, CPR/AED American Heart Association, TIPS for On Premise, Health Communication, Inc.

HOSPITALITY EXPERIENCE

Hyatt Regency Buffalo, Buffalo, New York, 9/17-present

Sales and Restaurant Intern

- Supply general information for guests inquiring about large parties, banquets, and room blocks.
- Submit reservation orders to sales director and prepare/mail guest contracts as required.
- Perform follow-up telephone calls to maintain accuracy in reservation blocks.
- Received training as cook, bartender, and server.
- Trace sales leads for already scheduled conventions and tradeshow.

Campus House, State University of New York College at Buffalo, New York, 5/18-12/18

Field Experience

- Performed all front of the house positions including concierge, bartender, server, and manager on duty in a private club setting.
- Trained new staff on proper fine dining etiquette and serving techniques.
- Created seasonal menus catering to dietary needs of club members.
- Managed the efficient flow of food from the kitchen to the dining room and bar, maintaining high quality.

Best Western, Buffalo, New York, 9/18-12/18

Front Desk Intern

- Processed reservations, assigned rooms, and assisted guests with check-in/check-out procedures.
- Handled and directed telephone calls in a fast-paced front office environment.
- Furnished local area and tour information for hotel guests.

National Statler Center for Careers in Hospitality Service, Buffalo, New York, 1/18-5/18

Training Assistant

- Provided one-on-one training in hospitality technology systems for students with disabilities.
- Guided students through implementing technical knowledge in the workplace during externships.

ADDITIONAL EXPERIENCE

Residence Life Office, State University of New York College at Buffalo, New York, 8/17-5/18

Resident Assistant

- Monitored the operations of a residential area for 35 residents.
- Planned and implemented co-curricular activities to foster improved social interaction.

ACTIVITIES

National Society of Minorities in Hospitality, Vice President, 9/19-present

American Hospitality Association, Member, 9/18-present

Upward Bound Program, Mentor, Buffalo, New York, 9/18-present

COMPUTER SKILLS

MICROS point-of-sale systems, OPERA Property Management