

JM

Jordan Miller

Entry-Level Flight Attendant

Detail-oriented graduate with a B.A. in Tourism and Hospitality, seeking to launch a career as a flight attendant. Completed a high-volume front-desk internship and certified in CPR/AED. Excels at clear communication and cultural adaptability.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST

KEY SKILLS

- Guest relations & hospitality
- Safety & emergency protocols
- Bilingual (Spanish/English)
- CPR/AED & first aid certified

PROFESSIONAL EXPERIENCE

FRONT DESK INTERN | LAKESIDE RESORT, CITY, ST
MAY 2021 – AUGUST 2021

- Checked in 50+ guests per day, managed billing, and resolved service issues, contributing to a 4.7-star online rating
- Coordinated airport shuttle schedules for guests, ensuring timely departures and returns

Trained new interns on reservation software and chain-wide service standards

BARISTA & HOST | SUNRISE CAFÉ, CITY, ST
JUNE 2019 – APRIL 2021

- Prepared and served beverages and food to 100+ customers daily, maintaining speed and accuracy
- Managed cash transactions and balanced register at shift end with zero discrepancies

Upsold seasonal menu items, increasing quarterly café sales by 15%

EDUCATION

Bachelor of Arts in Tourism & Hospitality
Coastal University, City, ST | May 2021

CERTIFICATIONS

Certified Corporate Governance Paralegal (CCGP), NACD, June 2019