



CONTACT



Whatsapp Phone +41 76 768 0709



Email

John.McGrath@ehl.ch



21 Newton Road #09-02 Newton Singapore 307954



Website

www.johnkmcgrath.com

Core Skills & Competencies

- Administrative Coordination & Office Management
- Scheduling & Calendar Management
- Customer Service & Client Relations
- Data Entry & Record Keeping
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Proficient in Room Master Hospitality Software
- · Strong Organizational & Multitasking **Abilities**
- Budgeting & Expense Tracking
- Team Collaboration & Leadership
- Effective Communication & Problem-Solving

Education

The École Hôtelière de Lausanne -Switzerland

2023 - Present

· Currently enrolled in the Bachelor of Science in International Hospitality Management.

The School of the Nations - Guyana 2017 - 2022 (Graduated A Levels)

Achievements & Awards

- Outstanding Cambridge Learner's Award - 2021
- Best in Science Stream 2022
- Consistent High Performance Award -2022
- Academic Certificate of Recognition -
- Merit Award for Sports 2019

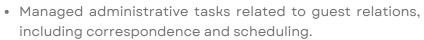
JOHN MCGRATH

Detail-oriented and highly organized administrative young professional with a strong background in hospitality management. Currently pursuing a Bachelor of Science in International Hospitality Management at École Hôtelière de Lausanne (EHL), I possess excellent communication, problem-solving, and organizational skills. Adept at handling administrative functions, coordinating schedules, managing data, and ensuring operational efficiency. Passionate about delivering seamless administrative support and enhancing workplace productivity in fast-paced environments.

Professional Experience Administrative & Guest Services Intern

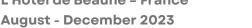
Guvana Marriott Hotel - Guvana





- · Assisted in coordinating executive lounge operations, ensuring high service standards.
- · Maintained accurate records of guest feedback and service improvements.

Front Office & Administrative Intern L'Hôtel de Beaune - France





- Maintained accurate guest profiles and data for personalized services.
- · Assisted in concierge services, streamlining guest requests and itineraries.

Administrative & Hospitality Coordinator Ocean Hotels - Barbados

OCEAN HOTELS Barbados September - December 2022

- · Provided administrative support to front office and concierge departments.
- Coordinated staff schedules and managed internal communications.
- Assisted in documentation, data entry, and report preparation.

Front Office & Guest Relations Assistant Cara Lodge - Guyana May - August 2021



- · Managed administrative functions related to guest services and reservations.
- · Processed invoices and maintained record-keeping for hotel operations.
- · Assisted in daily office operations to improve workflow efficiency.

