

Kenneth Lee

CORPORATE FRONT OF HOUSE MANAGER

(555) 456-7890

kenneth.lee@gmail.com

United States, New York, NY

SKILLS

| | |
|---|--------|
| Corporate Event Coordination | Expert |
| Executive-Level Guest Services | Expert |
| Vendor & Client Relationship Management | Expert |
| Staff Leadership & Development | Expert |
| Office Operations & Efficiency | Expert |
| Microsoft Office Suite & Scheduling Software (Outlook, Excel, Word) | Expert |

LANGUAGES

- Italian (Fluent)
- Spanish (Intermediate)

AWARDS

- Employee of the Year, Global Enterprises, 2020
- Best Corporate Event Coordinator, Tech Solutions, 2017

PROFESSIONAL SUMMARY

Experienced Corporate Front of House Manager with years in managing high-level corporate events, client meetings, and executive guest services in dynamic and fast-paced environments. Demonstrates strong leadership, operational efficiency, and the ability to create seamless experiences for high-profile clients and stakeholders.

EXPERIENCE

January 2018 - Now

Corporate Front of House Manager

Global Enterprises / New York, NY

- Oversee front-of-house operations at a high-profile corporate office, ensuring smooth interactions for clients, guests, and employees.
- Coordinate logistics for executive meetings, conferences, and corporate events, including room setups, catering, and audiovisual arrangements.
- Lead a team of administrative assistants, receptionists, and event coordinators to ensure professional service delivery and high guest satisfaction.
- Manage relationships with key vendors for office supplies, catering, and event services, ensuring top-quality service and cost-efficiency.
- Implemented cost-saving strategies that improved operational efficiency by 15%, optimizing departmental budgets and resources.

March 2015 - December 2017

Executive Assistant

Tech Solutions / New York, NY

- Provided comprehensive administrative support to executives, including calendar management, travel arrangements, and meeting coordination.
- Managed internal communications and created a welcoming environment for visitors and clients, ensuring their needs were met with exceptional service.

EDUCATION

Bachelor of Business Administration

New York University / Graduated: May 2014

Certifications

- Event Planning and Management Certificate, Coursera, 2020
- Certified Administrative Professional (CAP), 2018