

RENEE SEESE

Hotel Storekeeper

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United States, Charlottesville, VA

Professional summary

Detail-oriented and efficient Hotel Storekeeper with over 7 years of experience in managing inventory, procurement, and supply chain operations in a hospitality environment. Expertise in maintaining optimal stock levels, coordinating with vendors, and ensuring seamless delivery of goods to various hotel departments. Strong organizational skills and a commitment to accuracy, with a proven track record of reducing costs and improving inventory management systems.

Experience

October 2020 - Now

Hotel Storekeeper

The Jefferson Hotel, Richmond, VA

- Oversee the daily operations of the hotel's storeroom, ensuring accurate inventory levels for all food, beverage, and housekeeping supplies.
- Coordinate with department heads to forecast and fulfill inventory needs, reducing stockouts by 20% through proactive ordering.
- Manage relationships with vendors, negotiate contracts, and monitor the quality and timeliness of deliveries to meet the hotel's high standards.
- Conduct regular audits of stock levels and prepare reports for the management team, ensuring compliance with hotel policies and procedures.

June 2018 - September 2020

Assistant Storekeeper

Boar's Head Resort, Charlottesville, VA

- Maintained a clean and organized storeroom, ensuring all items were stored safely and in compliance with health and safety regulations.
- Supported the storekeeper in preparing purchase orders and tracking inventory levels, contributing to a 10% increase in inventory accuracy.
- Worked closely with the housekeeping and food & beverage departments to ensure timely delivery of requested items, enhancing operational efficiency.
- Participated in monthly inventory counts and provided recommendations for improving stock control processes.

Education

Associate Degree in Business Administration, Piedmont Virginia Community College, Graduated: May 2019

Certified Hotel Inventory Specialist, American Hotel & Lodging Educational Institute, 2020

Skills

Inventory Management ★★★★★

Supply Chain Coordination ★★★★★

Vendor Relations & Negotiation ★★★★★

Stock Forecasting & Procurement ★★★★★

Inventory Control Systems ★★★★★

Cost Reduction Strategies ★★★★★

Health & Safety Compliance ★★★★★

Hotel Operations Support ★★★★★