



LINDON HALILOVIC

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Summary

Responsible and motivated student ready to apply education in the workplace. Offers excellent technical abilities with software and applications, ability to handle challenging work, and excellent time management skills.

Skills

- Planning Events
- Analytical Thinking
- Problem-Solving
- Marketing Strategies
- Detail-Oriented
- Consumer Buying Habits
- Team Collaboration
- Relationship Building

Experience

Douglas Elliman | NY
Concierge & Porter
05/2022 - 10/2022

- Maintained guest privacy and building reputation by keeping information confidential.
- Arranged special accommodations for guests to enhance visitor experiences.
- Scheduled conference room and other reservations using proprietary software.
- Updated front desk's concierge book to maintain most relevant visitor information.
- Performed Basic Maintenance and cleaning

Education and Training

Alliance University | New York, NY
Business Administration
Expected in 01/2024

Core Competencies Team Building Cultural Awareness Marketing Guest Relations Critical Thinking Communication
Multitasking Ability Documentation & Reporting Quick Learner, Recognition Fall 2021 Dean's List Extracurricular
Goalkeeper, 2020, 2021

- Fall, 2021 - Dean's List
- Fall, 2022 - Dean's List
- Alliance Scholars Scholarship
- Alliance Service Scholarship
- Alliance Men's Soccer Scholarship

09/2022

Harvest Collegiate High School
01/2020