

Kimberly McKinnon

5421 Ansley Trail

North Charleston, SC 29418

(843) 870-0938

SUMMARY OF ABILITIES

- Excellent verbal and written communication skills.
- Ability to successfully organize large projects
- Capable of performing effectively and expeditiously in stressful situations.
- Good analytical and problem solving skills.
- Strong Computer and research skills

EXPERIENCE

Hilton Sales Coordinator – Sales Manager (April 2021 – present)

Certificate of completion: Hilton Core Sales Skills

Certificate of completion: Revenue and Market Share GROwth – Hampton

Utilized OnQ, STS, Delphi Salesforce, Fast Pay distribution, and R&I

Responded to potential clients and established customers seeking room blocks and/or meeting spaces.

Initiated new sales, prospects, and qualified leads to establish new business.

Prepared proposals and negotiated rates and terms.

Coordinated rooming lists, reservations, confirmations, and final receipts for groups.

Created, organized, and maintained all meeting space contracts and events.

Hilton Guest Service Agent (May 2019 – April 2021)

Certified in the OnQ reservation system.

Certified in 223 Hilton University Courses.

Handled arrivals and departures of guest, made individual and group reservations, and assisted guest with any needs during their stay; assisted GSM with various paperwork, inventory and ordering; assisted sales department in tracking and research.

PTA Board Member (2007- 2011)

Attended monthly board meetings, attended district meetings, organized fundraising events for the school, organized monthly programs designed to promote parental involvement within the school, and determined how funds would be utilized.

Volunteer Coordinator (2008-2011)

Processed volunteer applications, performed volunteer orientations, generated schedules, recruited volunteers, directed volunteers in their various tasks, organized appreciation events throughout the year, kept detailed records of hours worked by volunteers and teachers, and provided the district with monthly reports.

Parent Liaison (2008-2011)

Relayed information between the school and the parents, answered questions and resolved problems I was authorized to deal with, before involving the principal.

EDUCATION

Middle Tennessee State University

- Completed 4 out of 5 years of the pre-med program