

WILLIAM WARMACK II

Night Auditor/Manager seeking employment

Knightdale, NC

buuuhnard@gmail.com

347-404-0041

Ready to begin working immediately

Salary Expected: \$15hr minimum

Current Career Level: Experienced Manager

#readytowork

Willing to relocate to: New York, NY - Atlanta, GA - Los Angeles, CA

Authorized to work in the US for any employer



WORK EXPERIENCE

Sales Associate/Stock

Forever XXI - Raleigh, NC

November 2009 to January 2010

My position as a sales associate/ stock required me to unload boxes of merchandise and keep the sales floor racks full of clothes.

Night Auditor

Microtel Inns and Suites - Raleigh, NC

May 2008 to January 2010

- Operated and Managed this property overnight
- I performed cashier duties
- I ran nightly budget report for the night audit
- checked in & checked out guests
- made reservations as needed
- trained new employees

Night Auditor

LaQuinta Inn - Windsor Locks, CT

September 2005 to July 2007

- Operated and Managed this property overnight
- Successfully dealt with the transition of this property's corporate re-branding and management change.
- Simplified the night audit process while completing all assignments and maintaining this company's focus. "Whatever it Takes"
- Cashiered at front desk.

- Did reservations, checked guests in and out. Made sure room balances were right.
- trained new employees

Night Auditor

Fairfield Inn Marriott - Windsor Locks, CT
August 2004 to July 2007

- Managed this airport limited service hotel property overnight.
- Cashiered at front desk.
- Did reservations, checked guests in and out. Made sure room balances were right.
- Performed night audit procedures
- trained new employees

Night Auditor

Fairfield Inn Marriott - College Park, GA
January 2003 to June 2003

- Comfortably worked at this very busy and fast paced airport property in Atlanta.
- Operated and managed this limited service hotel overnight.
- Cashiered at front desk.
- Did reservations, checked guests in and out. Made sure room balances were right.
- Performed night audit procedures



EDUCATION

High school in General Studies, Business Work Experience

Windsor High School - Windsor, CT
January 1996 to January 2000



SKILLS

- **Cash Handling & Credit Card Processing, Customer Service & Reservations (10+ years)**
- **Front Desk (6 years)**
- **Customer Service (10+ years)**
- **Guest Service (6 years)**
- **Front Office (6 years)**
- **Reception (6 years)**
- **Cleaning & Sanitation (10+ years)**
- **Night Audit (6 years)**
- **Hotel Experience (6 years)**
- **Hospitality Experience (6 years)**
- **Communication skills (10+ years)**
- **drivers license (10+ years)**
- **Microsoft Powerpoint (1 year)**
- **Computer Skills (8 years)**

- **Time Management (10+ years)**
- **Microsoft Word (10+ years)**
- **Microsoft Powerpoint (10+ years)**
- **Training & Development (10+ years)**
- **Cash Handling**
- **Billing**
- **Guest Relations Experience**
- **Hotel Management**
- **Management Experience**



CERTIFICATIONS AND LICENSES

Driver's License

October 2017 to May 2024

My drivers license allows me to drive legally anywhere in the United States



ASSESSMENTS

Night Auditor (Hotel) — Highly Proficient

January 2020

Selecting hotel rooms based on verbal requests and identifying errors in hotel data.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.