

TREVOR PELTER

(H) 778 903 1354 trevorpelter@gmail.com • 425 Simcoe Street , Victoria, BC V8V 4T3

PROFESSIONAL SUMMARY

Highly energetic/hands on manager with more than 16 years of experience working in the hospitality industry with years of administration and marketing experience within the industry. Seeking a solid position with a great company providing unforgettable service to visitors and clients.

SKILLS

- Deadline-oriented
- Human resources management
- Employee scheduling
- Relationship building
- Consistently meet goals
- Coaching and mentoring
- Conflict resolution
- Customer service-oriented
- Budget administration
- MS Office
- Self Starter
- Efficient multi-tasker
- Organized, Take Initiative, Problem Solver
- Verbal and written communication
- Operations management
- Budget development
- Staff training/development
- Effective leader
- Exceptional interpersonal communication

WORK HISTORY

Oct 2016 – Oct 2018
Grande Prairie, AB

General Manager / P&R Management

- Managed 2 Properties (50 Units Each)
- Recruited, Trained and Managed a staff of over 40
- Sales and Revenue Management - Doubled Revenues from prior year while keeping labour cost down and customer service standards high
- Marketed property online to increase visibility and revenues
- Property Management (Extended Stays)

Jul 2014 - Oct 2016
Duncan, BC

Branch Manager / Kelwood Financial

- Providing exceptional customer service.
- Promoting sales of loan, cheque cashing and other services.
- Balance daily transactions and Responsible for approx. \$150k at all times
- Payroll.
- Plan budgets; monitor revenue and expenses.
- Recruit and retain 3 CSR
- Plan, direct and evaluate daily operations.
- Maintained confidentiality of bank records and client information.

Dec 2011 – June 2014
Victoria, BC

General Manager / Island Travel Inn

- Managed 88 room hotel with a staff of 20
- Hands on maintenance due to budget
- Administration and Human Resources
- Budgeting and monitor revenue and expenses
- Property Management (Extended Stays).

Jan 2006 - Dec 2011
Duncan, BC

Owner/Operator / That's My House Properties Duncan

- Administration and Budgeting for home renovations and construction
- Property Manager - Looked after 10 rental units/homes
- Construction & Renovations
- Real Estate Sales

Jan 2000 - Dec 2005
Duncan, BC

Hotel General Manager / Days Inn Duncan

- Managed 45 Unit hotel with 20 staff
- Sales and Revenue Management.
- Daily Audits
- Budgeting and monitor revenue and expenses.
- Property Management (Extended Stays).
- Plan, direct and evaluate daily operations.

Apr 1995 - Apr 1999

Assistant Restaurant Manager / Pizza Hut Duncan

- Providing great customer service.
- Inventory, ordering.
- Budgeting and monitor revenue and expenses.
- Recruit and retain associates.

EDUCATION

1999
Duncan, BC

High School Diploma in

- Cowichan Secondary School