

## Sample of Resume – Industries and Jobs (Aviation)

### Job Title: Flight Attendant

#### Chan Tai Man

Hong Kong

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#### Summary

- Fast learner with positive attitude and confidence
- Be patient with tourists from different countries

#### Work Experience

##### 08/2018 – Present

##### XXX International Airlines – Airport Ground Staff

- Check the travel documents and tickets of passengers
- Handle seat arrangement, luggage storage and freight arrangement
- Provide customer service and handle enquires

##### 08/2016 – 07/2018

##### 123 Airline – Customer Service Staff at the airport

- Provide customer service and handle enquiries
- Handle emergencies and notify duty personnel on duty
- In response to flight changes, arrange shuttle buses to passengers and employees

#### Education

##### 2014 – 2016

Hong Kong Baptist University Associate Degree Programme – Tourism and Hospitality Management

##### 2008 – 2014

Hong Kong Secondary School