

# Taylor Morton

taylor.morton@comcast.net | 630-640-4029

## Education:

---

**Purdue University - West Lafayette, IN**

**August 2018 – December 2021**

Bachelor of Science in Hospitality and Tourism Management

Minor: Management

Concentration: Marketing and Sales

## Related Work Experience:

---

**White Lodging – Purdue Union Club Hotel**

**July 2020 - Present**

*Guest Service Representative*

- Provide a high-quality guest experience while using front desk processes and procedures
- Answer inquiries pertaining to hotel services, guest registration, and travel directions, and make recommendations regarding shopping, dining, or entertainment

**Purdue University Baseball – West Lafayette, IN**

**September 2019 – January 2020**

*Research Study Project Manager*

- Directed and coordinated all training sessions and player's schedules
- Prepared and maintained spreadsheets with testing results
- Communicated with coaches, players and other researcher team members

**Marriott International – The Westin O'Hare in Rosemont, IL**

**June 2019 – August 2019**

*Front Office Internship*

- Front Desk
  - Executed the check in and out process for guests by welcoming them to the property and providing an overview of all the amenities available for guests
  - Accelerated learning of the front desk functions to provide guest's an exceptional experience
- Service Express
  - Facilitated all incoming phone calls in order to transfer the calls to the to correct departments
- Bell Staff
  - Performed and executed different task based on guest's requests

**Purdue University – West Lafayette, IN**

**March 2019 – October 2019**

*Catering Delivery Assistant*

- Coordinated, prepared and completed deliveries independently
- Communicated and interacted with clients to ensure their needs were met

## Campus Involvement & Leadership:

---

Vice President, HTM Career Day Executive Board

November 2019-Present

President, American Hotel and Lodging Association

August 2019-Present

Teaching Assistant, Purdue University HTM 10100

Fall 2019, Present

Boiler Gold Rush Freshman Orientation Team Leader

August 2019, Present

Purdue STUNT Team

September 2018-Present

HTM Black Tie Dinner Volunteer

Present

## Certifications and Certificates:

---

Purdue University Entrepreneurship & Innovation Certificate

May 2020

Dale Carnegie Leadership Development

Present – April 2024

ServSafe Manager Certified