

What is PAEGS And Why It Will Help You and Your Career

Professional Accomplishments and Executive Growth Summary (P.A.E.G.S.)

1. "What is a Professional Accomplishments and Executive Growth Summary?"

The Professional Accomplishments and Executive Growth Summary (P.A.E.G.S) is a specially designed document used to identify your specific strengths, career highlights, areas of competency, professional accomplishments and successes which make a significant impression when Renard International Hospitality's personnel consultants introduce you to market-leading companies.

2. "What are the benefits of completing the Professional Accomplishments and Executive Growth Summary?"

When you thoroughly and methodically complete a Professional Accomplishments and Executive Growth Summary, you will profit in the following ways:

- The Professional Accomplishments and Executive Growth Summary will help to facilitate the often-formidable process of self-assessment and allow you to be as objective as possible in gauging your qualifications.
- A Professional Accomplishments and Executive Growth Summary is more informative than a resume could ever be by providing the reader with highly in-depth information and helps us to properly determine your levels of professional expertise and acumen.
- The Professional Accomplishments and Executive Growth Summary assists us to better represent you by emphasizing unique and attractive elements of your skill sets and experience, as well as the ways you could contribute to our clients' bottom-line profitability. This helps us deliver a powerful presentation to top companies.

3. How do I complete the Professional Accomplishments and Executive Growth Summary?

- a) The first thing to remember is NOT TO RUSH IT! Block a sufficient amount of time to complete this very important exercise. (60 -90 minutes should be a minimum)
- b) Please provide as much detailed information as possible. Embellish on your skill sets and experience.
- c) This will be sent to our client with your permission.
- d) This will help him decide if you are the individual who best fits his requirements.
- e) You will be able to tell him why you are the best person for his needs and put your best foot forward.

(Sample Only)

PROFESSIONAL ACCOMPLISHMENTS AND EXECUTIVE GROWTH SUMMARY

CANDIDATE NAME

1. **PROFILE:** (Sample Only)

Example:

- A dynamic, results-oriented business professional with strong leadership qualities.
- Nineteen years of proven accomplishments in Sales, Marketing, Management, Operations, Business Planning and Training.
- Record of profitability in sales; highly motivated
- an achiever who sets and reaches goals.
- open, highly participative manager.
- A positive, creative and dedicated individual with sound business judgment.
- an able problem-solver, trouble-shooter and decision-maker.
- A team builder with strong interpersonal and communication skills.

2. **HIGHLIGHTS:** (Sample Only)

Example:

- Multi-unit specialist who has managed operations with annual sales in excess of \$16M.
- Eighteen years experience in hotels and resorts, accomplished enhanced service levels, raised product quality, created team environments, implemented systems and controls both administrative and operational thereby raising bottom-line profitability.
- Skilled P&L analyst with proven track record that reflects consistent and significant, revenue and profit increases.
- Quality / cost control expert who is committed to building teams of like-minded professionals who consistently provide superior products and service while maximizing the efficiency of the operation.
- Sales and marketing specialist who maximizes revenues and increases profits.
- Motivational leader and active team participant; currently responsible for directing a diverse staff of over 100 professionals.
- Human resources specialist who develops loyal teams through mutual respect, and stressing the professional and personal growth of fellow teammates.
- Responsive to issues and concerns in an immediate and proactive manner. Developed many supervisors and managers for advancement.
- Multi task expert who is poised and decisive in high pressure / crisis situations.
- Accomplished “hands-on” operations manager with 18 + years of experience in all facets of food and beverage management, including: private and corporate owned high-volume restaurants, simultaneous management of multi-purpose units, gourmet fine dining and wine / beverage service for off-premises catering and high volume upscale banquet service, event sales & consultation, and conference / convention planning for 5000+ guests.

3. **ACCOMPLISHMENTS:** (Sample Only)

Example:

A. Marketing (Sample Only)

In-depth knowledge of branding including conceptual design, PR, point of sale, promotions, merchandising, internal communications activities and advertising campaigns.

- Development and integration of the communications strategy consistent with the hotel's brand identity and image. Oversaw all communications of plans, budgets and strategies.
- Directed the total marketing functions of advertising, promotions and media relations. Hands on experience in market research and forecasting, product and service development, cost/price analysis and development and profitability studies.
- Developed strategies and created new value-added product lines and packages. Contributed significantly to company growth through a combination of well-developed instincts for what will sell and a strong grasp of the marketplace and travel trends.
- Created synergies and joint venture campaigns with other organizations with related luxury products and services like Banks, Credit Card Companies and Airlines.

B. Sales and Customer Service (Sample Only)

Understands that it is the customer service effort that supports the sales function, before and after the fact. This includes providing information to prospective and existing clients, resolving or better yet avoiding grievances and actively making sales.

- Organized sales departments and developed a professional sales team.
- Implemented action plans and revenue management strategies.
- Managed and serviced accounts including performance measurements, established strong customer rapport and lasting business relationships.
- Active solicitation, selling and confirmation of Group (MICE market), Corporate and Wholesale Tour contract business to meet budgeted goals and profit objectives.

C. Management and Operations (Sample Only)

Managed for results, utilized the skills needed to bring together cross-functional teams for bottom-line results. Used creative and visionary management techniques. Used management teams to develop and implement strategies and establish a framework to achieve plans and action programs. Established tools to measure results and take corrective action by creating systems and procedures. Generated synergistic relationships to create the sparks for tomorrow's solutions.

- Established objectives, quality assurance guidelines developed policies, systems and procedures including manuals to streamline reports and work flow. Instilled in staff the importance of professionalism and consistency in service delivery.
- Planned, organized and directed the financial aspects of the hotel, including budgets, forecasts, reports and accounting.
- As a Manager leading a team of about 100 associates I am directly responsible for all services and programs initiated.

D. Planning and Training (Sample Only)

Broad based familiarity with corporate strategic planning and implementation. Created long range strategic plans to define the vision of the company, it's mission and objectives. Experience in new techniques in Policy Development. Carefully train teams to maximize motivation and prepare them for peak performance.

- Conducted training and seminars to motivate associates and improve performance. Developed training materials for Front Line and Reservations Telephone Sales Training.
- Implemented the "Absolute Care" Standards and Guide, developed the implementation plan, established Vision for the organization and Mission Statement for the Administration, therefore establishing goals for the future.
- Developed a Comprehensive Policy Manual, encompassing Administration, Human Resources and Finance the framework to formulate ethical decisions.

4. MEMBERSHIPS: (Sample Only)

Example:

- Alumni Director
- Class Officer
- Hotel Ezra Cornell-Managing Director
- Visiting Lecturer
- Teaching Assistant: Food and Beverage Curriculum
- University Wine Course

5. EXPERIENCE IN THE FOLLOWING MARKETS: (Sample Only)

Example:

- Corporate
- International
- Domestic
- FIT
- Group
- SMURF
- Incentive
- National Sales
- Tour and Travel