

Curriculum Vitae

Moses A. TURK

Mme Curie St. Mroue bldg, Beirut, Lebanon
Mobile: (+966) 53 286 4476 / (+961) 76 61 67 67
E-mail: mohamed.turk@gmail.com

D. O. B. 28 August 1968

Nationality: American/Lebanese

PROFILE / OBJECTIVE

PROFILE:

I am immediately available and have over 20 years in the Hospitality industry and have interacted with Eastern and Western cultures. My professional experience includes the ability to lead different teams aligning their objectives with the organization's vision and mission in pursuit of its goals, as well as the management of multiple tasks and projects. My strong interpersonal, oral, written, and technology skills are instrumental in ensuring efficient communication both within the organization and with its client base or the general public. When entrusted with responsibilities, I have a proven record of making decisions and implementing timely and practical solutions or responses as new situations arise. Frequent readings of business periodicals and professional journals keep me abreast of new development and regulations and equip me with an adequate background to make informed decisions and better promote company products and services.

OBJECTIVE:

Currently seeking Senior Management / Director of Operation / Hospitality - Real Estate Management capacity. I am able to relocate internationally. Furthermore, to play a visionary, catalytic, and developmental role within the organization, and to cultivate my analytical approach utilizing out of the box thinking in the workplace.

EDUCATION

Davenport College of Business, Lansing MI USA
Bachelor's of Business Administration: Business Management

June 1995

Eastern High School, Lansing, MI USA
High School Diploma

June 1988

WORK EXPERIENCE

Private Residence (H.E. Sheikh Saleh Kamel)
Palace Chief of Staff - Hospitality Manager
Jeddah, Kingdom of Saudi Arabia

January 2019 - Present

- Welcome & attend to guests ensuring all guests stays are organized and prepared for and that their personal needs are met
- Undertake cleaning to all areas in the palace and direct accordingly to ensure all areas re kept clean and highest hygienic conditions
- Order and receive all F&B provisions
- Arrange and manage when requested all supplies for traveling arrangements
- Manage palace petty cash
- Ensuring all laundry requirements are met including dry cleaning alterations and repairs
- Eye on details
- Reporting as necessary
- Plan and coordinate VIP's and big events at the palace with the owners and implement with the staff accordingly
- Running personal errands for the owners
- Butler duties when required
- Meals an menu preparations

Affordable House Co. – Subsidiary to Abdullah Bin Saedan & Sons Real Estate Group
Hotels & Compounds Department Manager
Riyadh, Kingdom of Saudi Arabia

May 2013 – May 2018

- Real Estate market study / Marketing the properties / Sales / Property advertisements / Social Media
- Property units pricing / Rate negotiations / Revenue Maximization
- Oversee the currently in process developments of the newly built properties while closely coordinating with the Project, Finance and Purchasing Departments
- Creation of property policies and operating procedures, Goals and Objectives
- Feasibility study
- Contract Hotel Operators & (Lease) negotiations
- Competitors reviews and rates / Market evaluation
- Real Estate Exhibitions of our products and services
- Routine checks
- Hiring / Training / Meetings / Appraisals
- Coordinating and leading one or more teams to cover various areas of responsibilities
- Strategic planning day to day operation
- Health & Safety requirements & Security procedures
- Clients follow up and complaint resolution / Resolve incidents
- Compounds Furnishing / Inventory
- Contracting and closely working with FM Companies for the operation of the properties
- Review tenants applications for eligibility / Maintain and purge waiting lists / Show properties and available units / villas / Rent collection – Follow ups
- Follow housing procedures for processing eligible applicants
- Work diligently to ensure that all new move-in files are complete and orderly
- Building a strong client-agents relationship and co-coordinating between both parties.
- Bids and quotations for many projects

Saudi Technical Trading & Contracting Co.

May. 2010 – Apr. 2013

Owner's Representative / Compound Manager – Al-Jawhara Compound – 135 units
Riyadh, Kingdom of Saudi Arabia

- Strata Management – Owners relations
- Tenants registration
- Functions / Residents activities
- Complaint resolution
- Overseeing the daily operation of the compound
- Finding new ways and ideas to improve the wellbeing of the compound
- Meeting company standard for the daily compound operation
- Ordering of materials, and supplies needed for the compound
- Office Space Renovation/Allocation & Furniture Placement
- Working daily with the Housekeeping, Maintenance, Landscaping, Recreation, Transportation, Security, Housekeeping and Housing Departments
- Waste Collection & Disposal Services
- Vehicle Motor Pool Services - Transportation
- Pest Control Fumigation
- Daily and weekly reports to Head Office
- Billing and cash handling
- Budgeting
- Liaise between residents and executive management
- Sales & Marketing
- Villa / Apartment snag list / Furniture inventory
- Scheduling and daily meeting with staff / Timetables
- Development and maintenance of strong resident/family relations
- Control accommodation for incoming residents
- Contractors
- Environmental/Safety/Security & Fire Protection Services
- Identifying housing needs
- Training staff
- Develop and implementing policies approved by management / owners

Saad Trading & Contracting Co.

*Compound Manager – Two compounds totaling 329 Units
Al-Khobar, Kingdom of Saudi Arabia*

Oct. 2006 – Apr. 2010

- Maximizing revenue for the owner
- Groups and individual reservations
- Undertaking inspections & Risk Assessments
- Organizing emergency procedures
- Health & Safety implementation
- Liaising with occupants / tenants / management / contractors
- General supervision and control of all organized maintenance and trades people
- Responding to concerns and complaints of tenants
- Complaint resolution
- Preparing plans for short term projects
- Tenants registration
- Overseeing the daily operation of the compound
- Finding new ways and ideas to improve the wellbeing of the compound
- Meeting company standard for the daily compound operation
- Ordering of materials, and supplies needed for the compound /
- Working daily with the Housekeeping, Maintenance, Landscaping, Recreation, Transportation, Security, Pools, Game Room, Recreation and Housing Departments
- Daily and weekly reports to Head Office
- Billing and cash handling
- Apartment snag list / Furniture inventory
- Scheduling and daily meeting with staff / Timetables
- Development and maintenance of strong resident/family relations
- Control accommodation for incoming residents
- Identifying housing needs
- Loss prevention - Fire & safety
- Training staff
- Develop and implementing policies approved by management / owners

Beirut Marriott Hotel - 174 Keys

*Reservations & Sales Manager
Beirut, Lebanon*

Jan. 2003 – Oct. 2006

- Maximizing revenue for the owner
- Groups and individual reservations
- 3 days, weekly, 31 days, and 3 months forecasts
- Yield Management
- E-commerce / Sales & Marketing
- Scheduling
- Market share study for occupied rooms, rates and occupancy
- Striving on meeting the hotel budget for the occupancy, room revenue and average room rate for each period
- Selling of rooms
- Creation of promotions, packages, rates, and rate codes
- Evaluation of accounts for room productivity
- Direct Billings
- Correspondence
- Contracts
- Filing

Crown Plaza Beirut (Opening Team) – 198 Keys

*Reservations Manager
Beirut, Lebanon*

Mar. 2002 – Dec. 2002

Downtown Richmond Marriott - 401 Keys

*Front Desk Manager
Richmond VA, USA*

Jun. 2001 – Feb. 2002

Fort Collins Courtyard by Marriott Hotel – 112 Keys

*Night Manager
Fort Collins CO, USA*

May 2000 – May 2001

Fort Collins Marriott Hotel – 231 Keys

*Front Desk Manager
Fort Collins CO, USA*

Feb. 1998 – Apr. 2000

Beirut Marriott Hotel (Opening Team) – 174 Keys –

*Purchasing & Receiving Supervisor
Beirut, Lebanon*

Oct. 1995 – Jan. 1998

OPERATIONAL SKILLS

- Proficient in Microsoft Office
- Trained and mentored sales objectives and strategies, established systems to track sales team and their performances.
- Ensure all operations are undertaken in a safe in accordance with standards.
- Motivate and lead all levels to operate toward the organization's goals.
- Creative troubleshooter able to quickly identify problems and implement practical solutions
- Profound ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- People skills
- Hospitality skills
- Proficient in financial matters
- Go getter

HEALTH & SAFETY/ CERTIFICATIONS

- Innkeeper's Law Seminar
- Safety & Security Training
- Marriott International LP Officer Training Course
- Time Management

ADDITIONAL INFORMATION

- Languages: Fluent in English, Arabic, and French.
- Enjoys travelling and cultures
- "Can DO" attitude
- Attention to details

REFERENCES AVAILIABLE UPON REQUEST

Eastern Michigan University

Michigan



Tansing

On the recommendation of the Faculty hereby confers the Degree of

Bachelor of Business Administration

upon

Mohamad Ahmad Turk

who has honorably fulfilled all the requirements for this degree in

Business Management

Given at Tansing, in the State of Michigan,

June, 1995

Fred E Vandenberg
Chairman of Board

Donald W. Maine
President

CERTIFIED TRUE COPY

OF THE
DOCUMENT PRESENTED

Shirley A. Vandenberg
EDUCATIONAL ADVISOR
AMERICAN CONSULATE PHOAHIRAN
THIS IS NOT AN AUTHENTICATION

Certified Correct Copy of Original
as such by this Office
sign: 17 JAN 2007
Hala Karakalla Kaadi
Coordinator
Educational & Scholarship Programs
AMIDEAST - Lebanon

This certifies that the institution
that issued this document is
accredited by NCA - HLC
in accordance with the guidelines
of the U. S. Department of Education
and the Council for Higher Education
Accreditation.

Shirley A. Vandenberg
For the Consul General
Embassy of the United States of America
Riyadh, Saudi Arabia



شركة التقنيين السعوديين للتجارة والمقاولات
SAUDI TECHNICAL TRADING AND CONTRACTING Co.
ذات مسؤولية محدودة
س.ت: ١٠١٠٢٦٩٤٩٥ - رقم عضوية ٢١٩٧٩٤
C.R. 1010269495 - C.C.No. 219794

10th of April 2016

Subject: Work Reference Letter

To Whom It May Concern

This letter certifies that Mr. Mohamed A. TURK (Moses A. TURK) of American and Lebanese Citizen has worked with Saudi Technical Trading & Contracting Co. (STTC) from May 15, 2010 until April 15, 2013 on a full time basis and held the position of 'Compound Manager / Compound Owner Representative'.

Mr. Turk has been a valuable asset to our team; he has demonstrated good work ethics, the commitment, initiative, self-awareness, and inter-personal skills required to be a solid performer. During his association with STTC, we outlined a scope of work to be completed and he successfully completed the work in the time required. He put in extra efforts and hours as necessary in order to meet specific deadlines that are set professionally. Mr. Turk seemed to work well with others and is found to be very responsible.

It is my pleasure to provide a Letter of Reference on behalf of Mr. Mohamed A. TURK. I have known Mr. Turk as a dedicated, energetic, reliable, trustworthy colleague at STTC; please contact me if you require any additional information.

We would strongly recommend Mr. Turk for his future career endeavor.

Kindly note that this letter is issued to Mr. Turk per his request.

Signature: _____

Nawaf Al-Mazrou

Group HR Director -
Director of Business Development & International Real Estate.

Saudi Technical Trading and Contracting Co. (STTC)

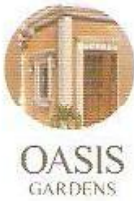
E-mail: nawaf@sttc.com.sa

Direct Number: +966 (11) 207 9557 Ext: 113

Mobile Number: +966 (50) 121 2461



المملكة العربية السعودية
الرياض - ص.ب ١١٥٣٦ - ١٤١٠٠
هاتف: ٢٠٧٩٥٥٧ - فاكس: ٢٠٧٩٥٥٣
رأس مال الشركة المدفوع: ١٠٠٠٠٠٠٠٠ ريال سعودي
Kingdom Of Saudi Arabia
P.O.Box 64006 Riyadh 11536
Tel. +966 1 2079557 Fax +966 1 2079523
Company Capital Paid 1,000,000



April 13, 2016

To Whom It May Concern:

This letter is written in reference of Mr. Mohammed Turk who was employed at the Saad 3 & 4 Compound, a Division of Saad Group of Companies from October 15, 2006 to April 30, 2010 in the capacity of Senior Assistant Compound Manager.

Mr. Turk was found to be capable, hardworking and above all possesses a strong sense of values. A person with pleasant personality, excellent teamwork and professional conduct. His personal integrity is his trademark and he enjoys a well-earned reputation among residents, guests and colleagues alike for his sincerity and high standard.

During this period, Mr. Turk was found committed to his work and has the internal fortitude and dedication to the task to achieve exceptional results.

We wish him all the best in his future endeavors. Should you require additional information regarding Mr. Turk, please do not hesitate to contact my office at 00966-13-882 5288 Ext: 1222.

Sincerely,

Mohammed Merhabi, CRDE
Deputy General Manager
Saad Group Property Division

CERTIFICATE OF COMPLETION

This certificate is awarded to

Mohamed Turk

Who has successfully completed the

Marriott International LP Officer Training Course

Shane R. Hunsman

Signature

7/23/99

Date



recognizes

THE SUCCESSFUL COMPLETION OF
THE FOLLOWING
SAFETY AND SECURITY TRAINING
BY

MOHAMAD EL TURK

- * Don't be a "fall guy"
- * Managing a Bomb Threat
- * Reducing unsafe Behaviors
- * Fire Safety
- * Personal Protective equipment

Adnan Abi Khair

Dec 24-97

Date

Al Khebrah Institute
For Training & Development



معهد الخبرة
للتدريب والتطوير

Certificate شهادة

Al Khebrah Institute certifies

يشهد معهد الخبرة

That

السيد / محمد أحمد الترك

بان

Has completed

البرنامج التدريبي

قد أتم / أتمت

Time Management (إدارة الوقت)

Date and Location

2015 من 14 إلى 16 يونيو

المكان والتاريخ



ilm
Recognized
Provider

مدير المعهد
Director



المحاضر

Instructor

أ. محمد عزاقيبر

CERTIFICATE OF ACHIEVEMENT

THIS IS TO CERTIFY THAT

MOHAMMED TURK

HAS COMPLETED THE INNKEEPER'S LAW SEMINAR

NOVEMBER 14, 2000

FORT COLLINS, COLORADO



C. Scott Crabtree, Esq.

JOB WELL DONE

Name: MOHAMAD EL TURK

Dept: SECURITY/ ACCOUNTING

Reason: IN RECOGNITION FOR
THE OUTSTANDING AND TREMENDOUS
COMMITMENT IN OPENING THE
BEIRUT MARRIOTT HOTEL

MAY 1st 1996

SAM IBRAHIM

Manager's Signature:

Date: APRIL 15, 1997





Center for Community Participation (CCP)
Department of Occupational Therapy
College of Applied Human Sciences
Fort Collins, Colorado 80523-1573
(970) 491-5930
FAX: (970) 491-3307
<http://www.colostate.edu/Depts/CCP/index.html>

February 23, 2001

Jodie L. Martin-Witt
General Manager
Fort Collins Courtyard Marriott
1200 Oakridge Drive
Fort Collins, CO 80525

Dear Jodie,

Thank you for allowing Heather the opportunity to complete a community observation with you on Wednesday, February 21st. Heather enjoyed working with you and Mohamed and learning the duties of the Front Desk. Community observations such as this are an important part of our job placement process. These observations provide an opportunity for our staff to assess the individual's strengths, support needs, and interests.

Once again, thank you for your time and support of our program. Please extend our thanks to Mohamed as well for his time. If you would like additional information regarding the services available through the Center for Community Participation, please do not hesitate to contact me at 491-7788.

Sincerely,

A handwritten signature in dark ink, appearing to read "Donna Detmar-Hanna".

Donna Detmar-Hanna
Employment Consultant
Center for Community Participation

August 13, 1999

Gail Schaller Breen
1306 Edgewood Ln.
Northbrook, IL 60062

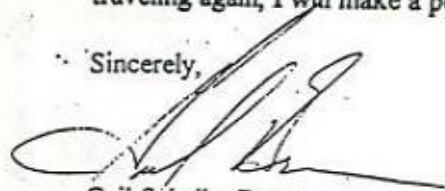
Rick Smith
General Manager
Fort Collins Marriott
350 E. Horsetooth Rd.
Fort Collins, CO 80525

Dear Mr. Smith:

Your employee, Mohamed Turk, is to be commended for his adroit professionalism. We have just returned from a three week vacation, staying in many hotels in the process. When we arrived at the Fort Collins Marriott, there seemed to be some problem with the reservation. I say seemed to be because once Mr. Turk was called everything was suddenly fine. As a tired traveler, I greatly appreciated Mr. Turk taking care of whatever it was and not even involving us in it. Unfortunately, the next morning there was a glitch with our breakfast arrangements. Once again, Mr. Turk stepped in and straightened it out without a ripple.

Given that we were merely overnight guests, we were mightily impressed with Mr. Turk's level of service and professionalism. Marriott is to be commended for its superior staff. When traveling again, I will make a point of specifying Marriotts for my accommodations.

Sincerely,



Gail Schaller Breen

CHIRON
THERAPEUTICS



January 27, 2000

David Dwight
Chiron BioPharma
180 Ultra Drive
Henderson, NV 89014

Rick Smith
General Manager
Ft. Collins Marriott
350 East Horsetooth Road
Ft. Collins, CO 80525

Dear Mr. Smith:

I wanted to take a moment and share with you some thoughts I have had on my last several visits to the Ft. Collins Marriott. For a little perspective, I am a Black Level member of the Marriott Rewards program, and I stay frequently in your hotels across the U.S.

During the past twelve months, I have had the opportunity to stay at your property on three separate occasions for a total of seven nights. On each occasion, I have had the pleasure of having Mohamed Turk, one of your front desk managers, go out of his way to insure that my time spent with you was as comfortable as possible.

Mr. Turk takes the term "exceptional service" very seriously. During all of my encounters with him, he was pleasant, engaging and paid special attention to the needs of a road warrior such as myself. During check in, he went out of his way to make sure I had a comfortable room and during each visit, he took the time to follow up, making sure my stay was the best it could be. Let me assure you, the level of commitment and professionalism displayed by Mr. Turk is not always present during my travels, but is always appreciated. I have no doubt he is a valued member of your staff.

Having been in a position with many direct reports, I understand the challenges of managing a complex business and I always welcomed communication reinforcing our efforts, or a job well done.

Please give my regards to Mr. Turk.

Sincerely,

A handwritten signature in dark ink, appearing to read "David Dwight". The signature is fluid and cursive, with the first and last names being clearly legible.

David Dwight
Manager, Strategic Healthcare-Western Region
Chiron BioPharma



Marriott International, Inc.
Corporate Headquarters

Marriott Drive
Washington, D.C. 20058

William R. Tiele
President
Marriott Lodging

September 4, 1998

Moses Turk
Fort Collins Marriott
350 E Horsetooth Rd
Fort Collins, CO 80525

Dear Moses:

Your demonstration of outstanding service has prompted a recent guest, Erin Bishop, to personally recognize your efforts. To show how much Marriott appreciates your exceptional performance, I am pleased to present you with the enclosed Service Certificate and Seal.

You should take great pride in being singled out for exceeding our guests' expectations. By devoting that extra measure of attention to our loyal guests; going above and beyond to please; and taking exceptional care to make someone's stay truly memorable, you embody the qualities that make Marriott a hospitality leader around the world.

Please accept my thanks, and my congratulations on a job well done. Your representation of Marriott goes a long way toward upholding our tradition of service excellence.

Sincerely,

Bill Tiele

WRT:kek



Marriott International, Inc.
Corporate Headquarters

Marriott Drive
Washington, D.C. 20056

William R. Tiefel
Vice Chairman
Marriott International

April 21, 2000

Mohamed Turk
Fort Collins Marriott
350 E Horsetooth Rd
Fort Collins, CO 80525-3130

Dear Mohamed:

The outstanding service you deliver to our guests has prompted Club Marquis member, David Dwight, to submit a note of praise on your behalf. I'd like to thank you for your efforts to please our customers by presenting you with the enclosed Service Award Seal.

The fact that you've been recognized before for making guests feel special shows that you've made personalized service not the exception, but the rule. Dedication to this degree is a tremendous source of pride to us, as it obviously is to you. Your example is what keeps our guests coming back, and what elevates Marriott to the forefront of the hospitality industry.

I thank you--and congratulate you--once again. We are fortunate to have associates like you carrying on the Marriott tradition of excellence.

Sincerely,

WRT:kek

Richard P. Smith
General Manager
970/226-9700 Phone
970/282-0561 Fax

Dear Mohamed,

We wish to congratulate you for your outstanding performance. Your hard work and dedication to guest satisfaction are highly commendable and deeply appreciated. Due to your special efforts, you have been selected as Associate of the Month for January, 1999.

We attribute Marriott's success to its people. Associates like you have created a special atmosphere which exists all year round. We salute your positive attitude and dedicated efforts toward this goal.

Sincerely,



Rick Smith
General Manager

RS/slc