Abstract

Topic: Cooperative Education Report at JPark Hotel

Name: Kanyarat Kakandee ID 63702922

Advisor: Sirinan Auenthaisong

Faculty: Bachelor of Arts in English for Business Communication, School of Liberal Arts

Major: English for Business Communication

Academic Year: 2024

The purpose of this report is to describe the various functional aspects of my job. In the internship program at JPark Hotel, the duration of the internship program runs from 8 January 2024 to 4 May 2024. The total duration is 16 weeks. I have been assigned by my supervisor to work at the front office. My job is to accept guests to check-in and check-out. My job also includes making reservations for guests via phone, email, and Facebook page. and walk-in guests I also provide information and advice about rooms to guests who inquire.

SPU CHONBURI

From this internship, I have received many benefits. I will also gain effective experience such as being able to solve immediate situations well, being thorough in your work, being tolerant of guest pressure, working as a team, practicing your English skills, and having a passion for service. And finally, it's easier to adapt to people. All of these things will help me improve my work in the future.

SPU CHONBURI

SPU CHONBURI