ROBERT SMITH

Corporate Travel Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a position as a receptionist where I can meet the challenges of a demanding work environment and utilize my strong organizational skills to contribute to the success of the company.

CORE COMPETENCIES

Customer Service, Data Entry, Call Center Experience, Accounting, Phone Etiquette, Office, Travel Arrangements, Problem Solving, Sales Marketing, Computer.

PROFESSIONAL EXPERIENCE

Corporate Travel Coordinator

ABC Corporation - 2015 – 2016

Key Deliverables:

- Provided corporate travel program and Concur booking tool training to employees.
- Served as primary point of contact for travel partners and travel agency (AAA).
- Collected and processed Project Manager Expense reports.
- Maintained disaster management plan for corporate employees.
- Negotiated all airline, hotel and car rental contracts for group and individual corporate travel.
- Assisted Human Resources with employee incentive giveaways by adding cost savings through negotiations for travel related prizes.
- Coordinated equipment loading of cargo vans at various locations prior to scheduled games.

Corporate Travel Coordinator

Delta Corporation - 2000 – 2015

Key Deliverables:

- Booked air/car/hotel domestic reservations for designated corporate clients in a call center environment.
- Assist travelers with changes to purchased tickets including cancellations, exchanges and refunds as well as securing replacement tickets and .
- Excellent Internet research skills Maintain client profiles for frequent flyer information, hotel guest reward information and any special request .
- Assist clients with best possible fares and rates while filling clients needs Strong knowledge in fare rules Arranged air, car and hotel .
- Schedule and coordinate travel for all pilots and flight attendants, making sure they meet their duty requirements.
- In addition, I am the internal travel coordinator, for all employees at Aerodynamics.
- Set-up air, transportation, and hotels for Corporate Clients.

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EDUCATION

- Bachelor Of Arts In Management

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