

ROBERT SMITH

Asst. Gate Agent

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

SUMMARY

To secure a customer service position in a thriving workforce where education, experience, and character can be a complimentary asset.

CORE COMPETENCIES

Entry-Level, Administrative Assistant, Profile Administrative.

PROFESSIONAL EXPERIENCE

Asst. Gate Agent

ABC Corporation - December 2014 – July 2016

Key Deliverables:

- Verified names on passenger manifest or separated portion of passengers ticket or issued a boarding pass to authorize passenger to board an airplane.
- Assisted the elderly, disabled, or young passengers to board or depart from an airplane.
- Announced flight information using a public-address system.
- Responsible for maintaining the safety and security of the ramp at all times.
- Monitored customer safety during boarding and deplaning, assisting customers in a friendly and courteous manner.
- Directed, assisted and parked all arriving and departing aircraft.
- Transferred cargo and luggage to other gates, airlines and to passengers.

Gate Agent

ABC Corporation - 2012 – 2014

Key Deliverables:

- Working in a fast pace environment.
- Implements standard procedures during overbooked, irregular flights, and denied boarding situations.
- Solicits volunteers to free u seats, re-accommodates passenger by booking alternative flight and provides travel vouchers.
- Assist passengers with check-in procedures, including tagging baggage and issue boarding passes.
- Ensures safety/security measure and protects sensitive zones.
- Sells tickets, processes ticket changes, creates and book reservations.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

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Flight Attendant - September 2004(Inflight Careers - Denver, CO)

