



## SKILLS

Customer Service Excellence

10

Multilingual Communication

8

Conflict Resolution

10

Time Management

7

Attention To Detail

10

Negotiation Skills

9

## INTERESTS

★ Surfing

🌐 Martial Arts

👥 Community Service

📝 Blogging

## STRENGTHS

⌚ Patience

🏔️ Perseverance

📅 Planning

⚙️ Positivity

## LANGUAGES



English



Russian



Arabic

## ACHIEVEMENTS

★ Achieved a 95% client satisfaction rate through personalized service and attention.

★ Increased repeat client bookings by 40% through effective relationship management.

# CHARLOTTE HARRIS

## Personal Vacation Planner

✉ support@qwikresume.com 📞 (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

## PROFESSIONAL SUMMARY

With a decade of experience in personalized vacation planning, I excel at designing customized travel itineraries that align with clients' dreams. My strong negotiation skills and attention to detail ensure seamless execution and memorable experiences. I am passionate about building lasting relationships and dedicated to delivering exceptional service that exceeds client expectations.

## WORK EXPERIENCE

### Personal Vacation Planner

📅 Mar / 2018–Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Designed and tailored vacation itineraries to match unique client preferences.
2. Research and recommend destinations, accommodations, and activities.
3. Provided expert advice on travel destinations, accommodations, and activities.
4. Delivered exceptional customer service throughout the travel planning process.
5. Assisted clients with travel logistics, including bookings and itinerary adjustments.
6. Conducted follow-ups post-travel to ensure client satisfaction and gather feedback.
7. Achieved high sales percentages through a consultative and client-focused approach.

### Personal Vacation Planner

📅 Mar / 2015–Mar / 2018

Silver Lake Enterprises

📍 Seattle, WA

1. Crafted personalized travel experiences for clients, ensuring every detail was covered.
2. Responded to client inquiries promptly, providing expert travel advice and support.
3. Coordinated pre-arrival concierge services to enhance client experiences.
4. Utilized client feedback to continually improve service delivery and offerings.
5. Developed marketing strategies that increased client engagement and bookings.
6. Recognized as a top performer in sales for two consecutive years, contributing to team success.

## EDUCATION

### Bachelor of Science in Hospitality Management

📅 Mar / 2012 – Mar / 2015

University of Florida

📍 Portland, OR

Focused on travel and tourism management, enhancing skills in customer service and event planning.