

# Travel Agent - Team Manager

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

An energetic Travel Agent with strong communication skills, high emotional intelligence, excellent organizational, analytical, extremely empathetic and creative skills with an extremely in-depth knowledge of customer service. Proven ability to handle a diverse customer base, resolve problems and process transactions quickly and accurately ensuring increased productivity and efficiency.

### Skills

Typing 35 WPM, Scheduling appointments, Microsoft Word, Windows Vista, Windows XP

### Work Experience

#### Travel Agent - Team Manager

**ABC Corporation** - June 2002 - March 2006

- Arrange travel for business and vacation customers. Determine customers needs and preferences, such as schedules and costs.
- Plan and arrange tour packages, excursions, and day trips. Find fare and schedule information.
- Calculate total travel costs Book reservations for travel, hotels, rental cars, and special events, such as tours and excursions.
- Tell clients about what their trip will be like, including giving details on required documents, such as passports or visas.
- Give advice about local weather conditions, customs, and attractions.
- Make alternative booking arrangements if changes arise before or during the trip Travel agents help travelers by sorting through vast amounts of information to find the best possible travel arrangements.
- Visit destinations to get firsthand experience so that they can make recommendations to clients or colleagues.

#### Travel Agent

**ABC Corporation** - 1999 - 2002

- Respond to phone inquiries and walk-ins Research flight options and book reservations on SABRE system.
- Prepare detailed itineraries for domestic and international travelers.
- Finalize itineraries with customers and complete ticket sales by preparing electronic or paper tickets.
- Process payments; cash, checks or credit cards. Maintain all records of ticket sales.
- Maintain customer information for future transactions.
- Assist travelers in dealing/communicating with different consulates for obtaining visas.
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

Associate in Nursing - 1998 (Gaston College - Gastonia, NC)