

Robert Smith

Travel Clerk

PERSONAL STATEMENT

Self-motivated Travel Clerk professional, with more than 15 years of administrative experience, seeks a position with a company that will allow me to fully utilize my communication, organizational and problem-solving skills. I have a strong work ethic, solid leadership skills, and a natural ability to build loyalties with clients and co-workers.

WORK EXPERIENCE

Travel Clerk

ABC Corporation - December 2012 - 2020

Responsibilities:

- Provided assistance to employees traveling, booking rooms, flights, and setting up the trip.
- Verifying travel entitlements are correct and approving them.
- Monitored employees credit cards, ensuring their cards have the obligated amounts for travel.
- Reducing credit card entitlements once they return.
- Checking in/checking out new employees.
- Returned, tracked that they completed their expense report.
- Helped the employees helped them to enjoy their travels a lot more.

Travel Clerk

Delta Corporation - 2008 - 2012

Responsibilities:

- Assist in a variety of administrative matters.
- Maintain a wide variety of financial or other records (stored both manually and electronically).
- Verify statistical reports for accuracy and completeness. Compile information.
- Handle and adjust complaints.
- Drafted out routes for customers to various destinations, Marked maps, and made up trip ticks for customer etc.
- Job duties included computer keypunching, typing checks for settlement payments, figuring total payments due, settling TAD, PCS, and TDY Claims.
- Two years maintenance management, duties included ordering all parts for vehicles, consolidating with each company.

Education

MS

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Spanish Medical Interpreter, Military Team Leader, Bilingual English, And Spanish To Communicate With Monolingual Clients, Microsoft Office Suite, Interpreting For Immigration Appointments.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)