

Robert Smith

Owner/Travel Consultant

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SUMMARY

Every customer this strives me into succeeding along side my team .I am driven by challenges objectives and targets. In my development it interests me to seek out different types of holidays to ensure I am giving every customer the best experience .

SKILLS

Corporate Travel.

WORK EXPERIENCE

Owner/Travel Consultant

Cruises And Tours Unlimited - September 2010 - 2019

- Compute cost of travel and accommodations, using calculator, computer, carrier tariff books, and hotel rate books, or quote package tours costs.
- Converse with customer to determine destination, mode of transportation, travel dates, financial considerations, and accommodations required.
- Book transportation and hotel reservations, using computer terminal or telephone.
- Plan, describe, arrange, and sell itinerary tour packages and promotional travel incentives offered by various travel carriers.
- Provide customer with brochures and publications containing travel information, such as local customs, points of interest, or foreign country regulations.
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- Collect payment for transportation and accommodations from customer.

Travel Consultant

ABC Corporation - 2009 - 2010

- Helped identify guided tours and package deals to various international tourism destinations.
- Responded to all phone enquiries promptly, courteously and in a friendly manner.
- Filing, photocopying and general administrative duties.
- Building strong relationships with clients.
- Ability to achieve branch, team sales and profitability objectives.
- Handling high numbers of incoming calls from direct customers.
- Ordered, stocked and distributed office supplies..

EDUCATION

Certificate in Medical Assistant - (Keiser Career Institute - Port Saint Lucie, FL)