

---

## Airline Reservation Agent Resume

---

### Job Objective

---

To obtain an Airline Reservation Agent position and utilize my experience and skills for the successful completion of each job task.

---

### Work Experience:

---

Airline Reservation Agent, May 2004 – Present  
Republic Airways Holdings, Lansing, KS

- Provided travel information over the telephone to customers of the airline.
  - Processed flight reservations by accepting payment over the phone for ticket purchases.
  - Operated telephone headset and used a reservation system on computer network.
- 

### Summary of Qualifications:

---

- Admirable experience in providing excellent sales and customer service
  - Sound knowledge of airline reservation procedures
  - In depth knowledge of Frontier and Reservations policies and procedures
  - Exceptional typing skills (50 W.P.M)
  - Strong verbal and written communication skills
  - Uncommon ability to work under pressure
  - Able to work on weekends, holidays and overtime hours
  - Ability to de-escalate callers and work toward finding solution
- 

### Education:

---

Associate Degree in Travel and Tourism, Tidewater Community College, Norfolk, VA

[Build your Resume Now](#)