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## Airport Greeter Resume

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### Job Objective

A talented Airport Greeter with great skills and experience looking for a job in a well known organization.

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### Highlights of Qualifications:

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- Excellent experience in greeting staff members at airport
  - Sound knowledge of airline industry and its working
  - Profound knowledge of FAA rules and regulation
  - Ability to analyse guest requirements and provide services accordingly
  - Ability to prepare reports on issues and forecast potential issues
  - Proficient in handling Odyssey system
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### Professional Experience:

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Airport Greeter  
National Car Rental and Alamo Rent A Car, Columbus, OH  
August 2012 – Present

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### Responsibilities:

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- Coordinated with drivers and services and ensure appropriate supply of vehicles.
- Greeted every member coming to the facility through the bus.
- Assisted customers with directions to exit booth and provide local directions if necessary.
- Monitored questions from members and provided answer for every concern.
- Ensured resolution of any customer service issues and provided information.
- Developed and maintained professional relationships with airline desk staff and custom personnel.

Airport Greeter  
Buffalo Wild Wings, Columbus, OH  
May 2009 – July 2012

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### Responsibilities:

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- Ensured compliance to safety regulations and laws to maintain safety of passenger.
  - Performed tests on vehicle equipments to ensure smooth functioning.
  - Managed communication with dispatchers through telephone and radio and exchanged information.
  - Maintained knowledge of assigned flights and ensured timely arrival of customers.
  - Greeted high profile executives coming to the airport as per required protocol.
  - Developed and maintained professional relationships with other greeters.
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### Education:

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Associate Degree in Hospitality  
Baltimore City Community College, Baltimore, MD

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