
Airport Representative Resume

Job Objective

Seeking reputable company in which to obtain an Airport Representative position.

Highlights of Qualifications:

- Sound knowledge of substantial tourist places in the country
 - Ability to process returns, check-ins and exit kiosk transactions
 - Ability to meet and greet customers in a friendly and timely manner
 - Ability to assist guests with Airport procedure
 - Ability to make scheduled courtesy van pick-ups and drop offs
 - Strong interpersonal, organizational and time management skills
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Professional Experience:

Airport Representative
Walt Disney, Maryland Heights MO
November 2006 – Present

- Nurtured efficient customer service satisfaction levels.
- Coordinated with the arriving clients at the airport and explained them the airport procedure.
- Regulated daily activity logs.
- Managed all standby clients.
- Managed clients in case of airline flight delay.

Airport Representative
InterContinental Hotels Group, Maryland Heights MO
February 2001 – October 2006

- Greeted arriving guests.
 - Managed van pick-ups and drop offs according to the schedule and assisted guests with airport procedure.
 - Handled customer queries.
 - Coordinated with the General Manager with regard to all problems and unusual matters.
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Education:

Bachelor's Degree In Business Administration
Spalding University, Louisville, KY

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