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## Booking Coordinator Resume

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### Job Objective

To obtain a Booking Coordinator position and to contribute to the success and reputation of the company.

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### Work Experience:

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Booking Coordinator, May 2004 – Present  
Spherion, Houston, TX

- Purchased orders, delivered dates and ordered tracking.
- Developed purchase orders and booked confirmation letter.
- Processed ad material booking, ad tracking and finalizing proofs with client.
- Handled multi-tasks, managed and met conflicting deadlines.
- Managed the reception area and welcomed company's clients.
- Distributed relevant documents to employees in charge.
- Provided the highest level of service to all customers.

Booking Coordinator, March 2002 – April 2004  
Northside Hospital, Houston, TX

- Received and evaluated booking requests directly and through EDI.
  - Checked credit worthiness of customers.
  - Created standard and special Shipments incl. rating.
  - Received, evaluated and administered update requests from Customers.
  - Interacted with Customers in case of exception handling of Shipments.
  - Liaised with Operations and Sales.
  - Created and distributed Booking Confirmations.
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### Summary of Qualifications:

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- In-depth knowledge of Processing and tracking booking requests
  - Proficient with Microsoft applications, event booking software and meeting matrix diagram
  - Excellent interpersonal and communication skills
  - Ability to maintain strong accuracy and attention to detail with constant interruptions
  - Strong written and oral communication skills
  - Ability to work under stressful situations
  - Ability to work in a fast-paced environment
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### Education:

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Associate Degree in Business Administration, Calvin College, Michigan, MI

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