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## Car Rental Agent Resume

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### Job Objective

Seeking a position as Car Rental Agent where I can utilize my knowledge and experience in reputed organization.

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### Work Experience:

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Car Rental Agent, May 2004 – Present  
Avis, Bristol, TN

- Dealt with customer enquiries about the availability and cost of vehicles.
  - Registered bookings and explained the terms of rental or leasing agreements.
  - Completed paperwork with the customer regarding payments.
  - Showed vehicle to customers and pointed out any bumps, scrapes or special features.
  - Checked mileage and scrutinized for damage when vehicles were returned.
  - Provided ongoing service and sales support.
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### Summary of Qualifications:

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- In-depth knowledge of car rental disclose rates, terms and conditions
  - Proficient with car reservation software and MS Office Suite
  - Ability to focus on multiple projects
  - Amazing ability to manage sales process for incoming and outgoing calls
  - Immense ability to generate rental, lease and used vehicle sales leads
  - Great ability to identify prospects for upgrades presentation to customers
  - Excellent Customer Service Skills
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### Education:

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Associates degree in Business, Lord Fairfax Community College, Middletown, VA

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