
Corporate Travel Consultant Resume

Job Objective

Seeking a position of Corporate Travel Consultant in a reputed organization where I can use all my knowledge and experience in a better way to benefit the organization.

Work Experience:

Corporate Travel Consultant, August 2005 – Present
Egencia, Gilbert, AZ

- Suggested clientele regarding routes, cheap fares, reservations, and tour wares or services.
- Researched and solved any problems related to reservations.
- Prepared systematic travel plans for travelers through chosen vendors.
- Arranged and booked travel reservations for domestic and international travel needs.
- Served as first point of contact for the client regarding all travel related inquiries; researched and resolved related problems.

Corporate Travel Consultant, May 2000 – July 2005
Altour International, Inc. Gilbert, AZ

- Made arrangements for clients' tour in compliance with corporate travel policies.
 - Assured that client was fully aware of all rules and restrictions applied to reservations confirmed both verbally and on the invoice.
 - Kept fully abreast on all airline rules, regulations, tariffs and fare requirements and accurately applied knowledge while making reservations.
 - Acknowledged emails within an hour of receipt and responded promptly to respective clients.
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Summary of Qualifications:

- Extensive experience working as corporate travel consultant
 - Proficient with GDS systems and serving corporate customers with emphasis on booking practices and theory in travel office
 - Great ability to read, define and apply fare rules, taxes and hub utilization
 - Strong aptitude and understanding for ticket booking exchanges and processing
 - Outstanding ability to arrange book travel tickets including, air, rail, hotel, car and alternate ground transportation
 - Profoundly capable to prioritize and multi-task effectively
 - Outstanding written and spoken communication skills
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Education:

High School Diploma, Northern Kentucky University, Kentucky, KY

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