
Entertainment Agent Resume

Job Objective

To obtain an Entertainment Agent position that fully utilizes my experience and abilities.

Work Experience:

Entertainment Agent, May 2004 – Present
Altour International, Inc., Carson, CA

- Succeeded in completing all types of travel arrangements within guidelines.
- Accessed queues at the beginning and end of each day and ensured to respond.
- Followed and suggested improvements.
- Ensured that the client is fully aware of all rules and restrictions of their tour/s.
- Retained ownership of each record until departure of the client.

Entertainment Agent, March 2002– April 2004
Down to the Smallest Detail Inc., Carson, CA

- Provided appropriate solutions to travel related problem that clients might have experienced.
 - Focused to stay fully informed on all airline rules and regulations and other information.
 - Managed to maintain all acquired skills with relevant training.
 - Ensured to be receptive to all training opportunities.
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Summary of Qualifications:

- Remarkable experience in Agency, production company, and studio Sound knowledge of the overall entertainment travel industry
 - In-depth knowledge of scheduling, heavy phones, coordinating travel, office management and personal tasks
 - Sound Interpersonal communication and relationship building skills
 - Proficient in Microsoft Word, Excel, and 10-key calculator
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Education:

Associate Degree in Sports Management, Northeast State Technical Community College, Blountville, TN

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