
Home Based Travel Agent Resume

Job Objective

To obtain a Home Based Travel Agent position that will promote growth, stability and opportunity for advancement.

Work Experience:

Home Based Travel Agent, May 2004 – Present
Phreesia, Inc., Palmdale, CA

- Answered inquiries; offered suggestions and clarified travel preferences by determining travel dates and destination, mode of transportation, and finances.
- Facilitated to observe local customs and special events.
- Scheduled tours by identifying, booking, and confirming vehicle and staying place.
- Developed itinerary by assembling literature and offered personal experiences.
- Verified space and rates before issuing tickets.
- Completed foreign travel requirements by obtaining visa, permit, and medical regulations information.

Home Based Travel Agent, March 2002– April 2004
Farmers Insurance Group, Palmdale, CA

- Prepared traveling package precisely.
 - Promoted travel by selling tour packages and special events.
 - Ensured to update directories, brochures, pamphlets, guides, and timetables.
 - Maintained resource of travel options by traveling carriers and visiting destinations.
 - Collected payment by entering and verifying scheduled services and charges.
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Summary of Qualifications:

- Profound experience working as a travel agent especially cruises and tours
 - Remarkable knowledge to complete foreign travel requirements
 - Sound knowledge of preparing travel packet adhering to the customers flavor
 - Ability to pursue sales through modern marketing methods
 - Proficient in using Galileo, CRM systems, Worldspan system , Apollo GDS System and Microsoft Office Suite
 - Familiarity with all travel management tools and software
 - Profound experience in directing customers to appropriate information sources
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Education:

Associate Degree in Business, Massasoit Community College, Brockton, MA

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