

MARINA BOAT CHARTER ADMINISTRATOR RESUME

Summary:

Focused individual with proven years of experience in marina boat charter industry, extremely organized individual, keen to details, excellent interpersonal skills, excellent communication skills both oral and written; has an ability to negotiate with various individuals, has expertise in various marina boat management

Professional Experience:

Marina Boat Charter Administrator January 2007 – present
Bunky's Charters LLC, Solomons, MD

Responsibilities:

Facilitated the rental agreement of marina boats.
Negotiated price of boat rental with individuals who wish to rent or hire a boat.
Advertised the marina boat for lease to potential renters.
Developed agreement contract that will be beneficial to owners and renters.
Inspected the boat after it has been rented to determine defects or problems.
Prepared written reports and records for administration purposes.

Marina Boat Charter Associate May 2004– January 2007
Offshore Marine Towing, Ft Lauderdale, FL

Responsibilities:

- Facilitated the rental agreement of marina boats.
- Negotiated price of boat rental with individuals who wish to rent or hire a boat.
- Advertised the marina boat for lease to potential renters.
- Developed agreement contract that will be beneficial to owners and renters.
- Inspected the boat after it has been rented to determine defects or problems.
- Prepared written reports and records for administration purposes.

Marina Boat Charter Associate May 2004– January 2007
Offshore Marine Towing, Ft Lauderdale, FL

Education:

Masters Degree in Business Management, Stanford University, 1999
Bachelor of Science in Business Administration, Stanford University, 1994

Skills:

- Driven and Determined
- Good communication skills, both written and verbal
- A creative approach to new campaigns
- Good negotiating and interpersonal skills
- Strong organizational skills
- Commercial awareness, for pricing and analyzing data
- Good numeracy skills and a knowledge of statistics
- A high standard of computer literacy

Awards and Honors:

Dean's Lister, Stanford University, 1994

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