
Reservation Clerk Resume

Job Objective

Seeking a Reservation Clerk position that offers an immediate challenge, career opportunity, and advancement.

Work Experience:

Reservation Clerk
Fond Du Lac, Elkhart, IN
May 2004 – Present

- Administered all the duties of a reception and reservation clerk.
- Maintained cleanliness, sanitation and organized assigned work areas.
- Processed all reservation requests, changes and cancellations.
- Accessed guest history records to give the best to guests.

Reservation Clerk
Health Research, Inc., Elkhart, IN
March 2002– April 2004

- Explained guarantee and cancellation policies to callers.
 - Assigned confirmation and cancellation numbers.
 - Processed confirmation letters, accurate documentation and billing
 - Monitored and maintained wait lists daily.
 - Processed requests for mailing brochures, correspondence and package information.
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Summary of Qualifications:

- Immense experience in handling high volume of reservation requests
 - Ability to process reservation requests received on phone, email and online
 - Ability to change, cancel and confirm reservation requests
 - Ability to edit and access data in reservation system
 - Ability to generate and understand reservation reports
 - Knowledge of front office secretarial work
 - Knowledge of MS Word, Excel, Spreadsheets and other data entry applications
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Education:

Associates degree in Accounting
Houston Community College, Houston, TX

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