
Reservation Officer Resume

Job Objective

Pursuing a Reservation Officer position in which my skills, special training and experience will positively impact the organization in meeting end goals.

Highlights of Qualifications:

- Huge experience in outbound operations
 - Excellent skills in Customer and People Service
 - Effective communication and interpersonal skills
 - Proficient in MS Office suite
 - Remarkable ability to work well under pressure, meet deadlines, organize workload and maintain accurate files
 - Uncommon ability to work independently, with and without supervision
-

Professional Experience:

Reservation Officer
Speed Mark Aviation, Mankato, MN
August 2005 – Present

- Handled corporate clients' enquiries and all retail enquiries at frontline counter.
- Liaised with airlines and approved agents to check all communications, negotiations and procurement requirements.
- Assisted customers in checking for travel schedules and processing of visa applications.
- Handled ticket issues and Hotel Reservation confirmation of documentations.
- Performed administration work.

Reservation Officer
Grand Mercure Roxy Hotel, Mankato, MN
May 2000 – July 2005

- Handled phone calls and emails for room bookings and enquiries.
 - Liaised with internal departments on reservation requirements.
 - Assisted the Reservation Manager to oversee the daily operations of the reservation department.
-

Education:

Bachelor's Degree in Business Management
Oregon Health & Science University, Portland, OR

[Build your Resume Now](#)