
TOUR MANAGER CV

If you are applying for a Tour Manager position, you should write your CV in ways that will capture the employer's attention. One way is to highlight your skills in budgeting, planning, forecasting, management of schedules, and bookkeeping with local and international currencies in your Tour Manager CV. Another is to stress out your expertise in specialized destinations, marketing of packages and services information, and gathering highly competent people within short notice. Background in actual tour organizing should be highlighted with the latest projects placed on top of the list. Excellent interpersonal and management skills are necessary to succeed in this job. A sample CV of a Tour Manager is presented below for your reference.

Hayden Barton

7095 Sed, Street, Darlington, Durham, GB86 1ZZ Date of Birth: March 27th, 1991

Email: [email] Mobile: 07126 528006 Tel: 01220 378055

PROFILE:

As a tour manager, my primary objective is to facilitate a smooth flow of activities in delivering tourist packages and services while simultaneously maximizing investment returns. In order to this, I aim to impart my full expertise in planning, budgeting, networking, performance control and evaluation to all the projects of the company. I have performed administrative duties in two establishments in the tourism industry and this has broadened my understanding and capabilities in organizing events for tourists both in the local and international scene. I have wide experience liaising with people from different organizations and acquired vast knowledge about international regulation laws.

PROFESSIONAL ACCOMPLISHMENTS:

Hands-on experience in tour management activities
Good knowledge of CRM system
Deep knowledge of foreign currency transactions
Familiarity with bookkeeping procedures
Ability to utilize CRS and Amadeus
Ability to perform ticketing operations

EDUCATION AND QUALIFICATIONS:

BA (Hons) in Business Management	Liverpool
University of Liverpool	Oct 2009 – Jul 2012
A-levels: Travel and Tourism, Business Studies, Geography	Ayr
Ayr College	Sep 2007 – Jul 2009
GCSEs: Business Studies, Maths, Physics, Chemistry, Geography	Leytonstone
Leytonstone School	Sep 2002 – Jul 2007

WORK HISTORY:

Back2Back Event Management Ltd	Clackmannanshire
Tour Manager	Jun 2013 – Till Date

- Developed staff handbooks and managed employment contracts.
- Greeted customers and provided details about tours.
- Booked and reconfirmed flight tickets.
- Informed customers about their travel information.
- Planned and executed marketing campaigns.
- Maintained operational and financial reports.

Monarch Group Management Ltd	Staffordshire
Tour Manager	Dec 2012 – Jun 2013

- Reviewed and recommended improvements to travel procedures.
- Developed travel plan to better serve customers.
- Worked with management to annual budget.
- Processed monthly payroll for staffs.
- Addressed concerns of travelers promptly.
- Participated in promotional activities through Internet and publications.

REFERENCES:

Finn Knowles
P.O. Box 438, 1077 Blandit St., Gateshead

Amber Nash
Ap #765-2688 Sociis Street, Gateshead

Cardiganshire, VD8 3WB
Mobile:07413 513800
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Mobile:07519 257152
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