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## Travel Account Manager Resume

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### Job Objective

Qualified Travel Account Manager seeking work with an existing company in which to put my skills and knowledge to good use.

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### Highlights of Qualifications:

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- Experience in managing multiple large accounts, developing and implementing sales
  - Expertise working in travel industry
  - Outstanding knowledge of online market strategies
  - Operational knowledge of Microsoft Office and software
  - Immense ability to work independently
  - Ability to work in a fast pace environment and multitasking
  - Skilled to identify and resolve all problems
  - Familiarity in GDS
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### Professional Experience:

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Travel Account Manager  
CyberCoders, Hawley, MN  
October 2008 – Present

- Monitored working of all accounts and provided subject matter expertise to contracts.
- Administered competitor's campaigns and developed product services for new campaigns.
- Ensured client satisfactions, performed troubleshoot on strategic planning and ensured customer satisfaction.
- Managed all account receivables and prepared profitability of goals.
- Prepared and maintained all account business plans created for clients.
- Developed forecasts for volume management process and ensured accuracy of information provided.
- Coordinated with solution managers and ensured integration of services
- Provided support to various delivery and technical groups.

Travel Account Coordinator  
Ridgewells, Hawley, MN  
August 2003 – September 2008

- Collaborated all data and prepared necessary monthly reports.
- Coordinated with various information systems departments and acquired all special reports.
- Analyzed all data, compiled data and prepared reports to be presented for various customer reviews.
- Managed loss and profit statements on a monthly basis and prepared necessary documents.
- Handled all client meetings and functions.
- Developed good relations with customer contracts and assisted in all meetings.

Travel Account Executive  
BCD Travel Corporate, Hawley, MN  
May 1998 – July 2003

- Coordinated with teams and developed revenue growth plans for new and exiting customers.
  - Developed various plans to increase effectiveness of advertising expenditures and ensuring its optimization.
  - Prepared various selling strategies and tactics.
  - Managed and monitored working of various projects at one given time.
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### Education:

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Bachelor's Degree in Business Administration  
Jackson State University, Jackson, MS

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