
Travel Advisor Resume

Job Objective

Using my past experience as a Travel Advisor to help you work within your organization to benefit everyone.

Work Experience:

Travel Advisor, August 2005 – Present
Elderhostel, Inc., Murray, UT

- Sold domestic air, international contract air, internet air.
- Researched, tracked and managed data.
- Advised participant about traveling on the air schedule and program guidelines.
- Provided travel consultation and services.
- Supported team in queue management and quality review of passenger itineraries.
- Served as Emergency Duty Officer on a rotational basis.

Travel Advisor, May 2000 – July 2005
The Travel Network Corp, Murray, UT

- Interfaced with suppliers and clients, issued group airline tickets, handled reservations, sold upscale tours and cruises and handled individual travel arrangements and all phases of group travel.
 - Determined travel dates and destination, mode of transportation, and finances and clarified travel preferences.
 - Advised clients on local customs, points of interest, and special events.
 - Handled and resolved client's inquiries.
 - Identified, booked, and confirmed route, and scheduled itinerary.
 - Completed foreign travel requirements and provided needed information to obtain currency.
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Summary of Qualifications:

- Huge experience working as Travel Advisor
 - Sound knowledge of ticketing procedures for airline, hotel and car rental systems
 - In-depth knowledge of the travel industry, fares and international markets
 - Proficient with GDS, Apollo, Sabre and MS Office Suite
 - Superior customer service and interpersonal skills
 - Excellent verbal, written, email, and phone communications skills
 - Remarkable ability to learn and master travel applications quickly for frequent use
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Education:

Bachelor's Degree in Marketing, Clark University, Worcester, MA

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