
Travel Trainer Resume

Job Objective

Searching for the opportunity to secure a position as Travel Trainer with company seeking dependable employee.

Highlights of Qualifications:

- Profound knowledge of airline ticketing procedures, travel laws and procedures
 - Familiarity with passport/visa functions, processing government travel orders and
 - Proficient with electronic reservation, internet and travel system and ticketing system
 - Ability to deal with Government travel organizations and DFAS
 - Ability to effectively interact with personnel at all levels in a dynamic work environment
 - Ability to work independently and in a team environment
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Professional Experience:

Travel Trainer
BCD Travel Corporate, Kansas City, KS
February 2009 – Present

- Designed and delivered training material to new employees.
- Developed and updated training travel programs.
- Trained staff members on all travel related products.

Travel Trainer
ASG Solutions, Kansas City, KS
September 2005 – January 2009

- Documented and developed course materials.
 - Processed travel orders when required.
 - Analyzed travel vouchers and processed PCS orders.
 - Maintained travel related information.
 - Worked with travelers and resolves travel ticket questions.
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Education:

Bachelor's Degree in Tourism and Travel Mgmt.
Saint Paul College, Saint Paul, MN

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