

1216room 729-24 Bongcheon-dong
Gwanak-gu S.KOREA
TEL : +82-2-835-4993
Christine

POSITION DESIRED

Travel Agent

PROFESSIONAL ACHIEVEMENTS

Sales/Marketing:

Developed wholesale travel arrangements. Specialized in individual and group travel programs for executives, employees, groups, civic, and fraternal organizations. Designed incentive programs for sales force within several companies.

San Francisco, CA ○○○

Advertising:

Evaluated profitability of advertising strategy. Responsible for selecting best vehicles for copy and promotion. Utilized demographic information and readership data of trade publications and journals for determining advertising campaign. Developed advertising copy for major ads.

Research:

Examined which specific facilities and destinations would service each group's style, budget and conference needs. Developed individual presentations for conference planning.

Budgeting:

Planned budgets for each program. Negotiated hotel contracts. Determined internal operational expenses (reservations, documentation, ticketing, itinerary planning). Budgeted advertising expenditures. Reduced operational costs by 20% in first year of program.

EXPERIENCE

○○○ Travel Agency, San Francisco, CA

Customer Travel Representative, January 1997 to Present

Provided customer sales and service for prepackaged, adventure tours in Mexico, Asia, and Africa. Annual sales revenues regarded as outstanding by all supervisors.

○○○ Travel, San Francisco, CA

Office Manager, April 1992 to January 1997

Assisted agents in booking domestic and international flights.

EDUCATION

○○○ College, San Francisco, CA

B.A., English, Minor: Literature, June 1992

Romance Languages Certificate

Fluent in French, Italian, and Spanish