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## Booking Agent Resume

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### Job Objective

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Seeking to obtain a Booking Agent position with an organization where I can utilize my skills and be an asset to the employer.

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### Work Experience:

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Booking Agent, May 2004 – Present  
Charisma Artist Agency, Carson, CA

- Assisted in researching and developing client support of talent buyers.
  - Developed and negotiated prices and contracts, and acted as liaison between talent and talent buyers.
  - Worked well without supervision and conferred with Agency management on regular basis.
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### Summary of Qualifications:

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- Remarkable customer service experience in travel and hotel booking
  - Proficient with Reservation system, Outlook, MS Office and Internet
  - In-depth knowledge of booking procedures and policies
  - Sound knowledge and understanding of tariffs and pricing
  - Familiarity with travel contracts and routing
  - Ability to explain about travel packages and benefits
  - Great ability to answer questions with dignity and confidence
  - Skilled in providing assistance to travelers
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### Education:

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Associates degree in Accounting, Paradise Valley Community College, Phoenix, AZ

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