

TRAVEL CONSULTANT

Alison Taylor

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SUMMARY

A hardworking, sincere and focused professional who has had the opportunity to delve into many industries ranging from advertising, logistics, travel as well as the World Wide Web. Have a curious nature and am drawn to positions where I am encouraged to participate in the creation of new ideas, concepts and encouraged to push boundaries. Always interested in figuring out how to make things work better, communicate better and ultimately function not only efficiently but exceed expectations. Work well independently as well as a team player with leadership qualities. These combined traits have served me well in my previous roles in Project Management and as a Client Service Manager.



WORK EXPERIENCE

SENIOR TRAVEL CONSULTANT

TRIPACTIONS

2018-02 - PRESENT

- Determining clients' needs and suggesting suitable travel packages.
- Organizing travels from beginning to end, including tickets, accommodation, and transportation.
- Supplying travelers with pertinent information and useful travel/holiday materials.
- Handling unforeseen problems and complaints and determine eligibility for money returns.

SENIOR INBOUND TOUR CONSULTANT

AIRBNB

2017-02 - 2018-01

- Sold and negotiated with the clients until they confirmed their requests.
- In addition to making all the reservations required for the clients, followed up with them during and after their trip.

CLIENT SERVICING EXECUTIVE

ELCON CORPORATION

2015-06 - 2016-05

- Liaised with, and acted as the link between, the client and the advertising agency.
- Presented the advertising campaign plans to the clients for approval or modification.
- Undertook the administrative tasks and prepared the quotations.

CONTENT DEVELOPER

ELCON CORPORATION

2016-06 - 2017-01

- Liaised with the business owners and Web developers.
- Provided content and oversaw the Web enablement processes.
- Participated in all areas of research, be it customer, competitor, market or industry.
- Educated the personnel and the community with relevant business statistics and information via newsletter and website updates.



EDUCATION

BACHELORS OF ARTS

UNIVERSITY OF TEXAS

2012 - 2015

ADDITIONAL SKILLS & PERSONAL ATTITUDE