Kellie Werrell

31008 N 42nd Way, Cave Creek, AZ 85331

Work History:

**Account Manager / Entertainment and Sports Travel:** 09/2012 to 03/2020

**Protravel International** - Scottsdale, AZ & New York, NY

* Managed travel accounts for VIP clients and top executives.
* Booked all travel as needed, including air, hotel, car services, and special services.
* Managed all group travel for annual events for both the PGA and NFL.
* Managed all payments, wire transfers, and final spend reports for each event.

**VIP Travel Consultant:** 04/2008 to 09/2012

**CCRA** - Agora Hills, CA (Virtual)

* Managed after hour travel for various corporate accounts, using all GDS’s.
* Arranged travel, both domestic and international, for over 200 accounts based on call-in emergency service.

**Account Manager/ Fulfillment:** 05/2008 to 07/2010

**CDM Data** - Scottsdale, AZ

* Responsible for training all new account users in a virtual environment.
* Managed all FTP import/export(s) of inventory data.
* Created custom graphics for use in web and print marketing materials.

**Sr. Event Manager:** 10/2005 to 01/2008

**Hunter World Travel** - Pleasanton CA

* Managed all travel details for participation in corporate sponsored events.
* Managed venue selection, vendor contracts, & 3rd party registration site management.
* Effectively managed 500+ events for various clients in 2005/2006/2007.

**Corporate Travel Consultant:** 04/2005 to 10/2005

**frog design inc. -** Palo Alto CA

* Temporary contract to secure booking agreement with travel agency for discount air tickets.
* Decreased overall travel expenses by implementing online booking tool.

**International Travel Consultant: 0**9/2004 to 04/2005

**Electronic Arts/World Travel** - Redwood Shores, CA

* Managed all international travel requests for Sr. Executive staff.

NOTE: Left unexpectedly, due to employee strike

**(Continued)**

**Government Travel Consultant: 06/2000 to 09/2004**

**NASA/CI Travel** - Moffett Field, CA

* Managed domestic and international travel for NASA employees.
* Booked all travel in accordance to per-diem rates, and NASA set regulations.

**Branch Manager - Corporate Travel:** 06/1997-06/2000

**Clarent Corp./OKT Travel** - Redwood City CA & New York, NY

* Managed domestic and international travel for all accounts.
* Trained all new hires, including new office setups in Boston and San Francisco.

**Contact:**

[KellieWerrell@gmail.com](mailto:KellieWerrell@gmail.com)

Cell: 602-577-0789

**Quick References:**

Masha Englin: 917-327-8361

– Protravel /Direct Supervisor for past 6 years

Valerie Fogelman: 917-584-7813

* Protravel/Co-Worker/Team Mate – 6 years

Jane Boreman: 602-400-7677

* Protravel/ Supervisor prior to Masha Englin

Jeff Werrell: 602-577-0751

– CDM Data

Orit Keren: 516-622-1600

* OKT Travel/ Owner & direct supervisor