

## Contact

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## Top Skills

Microsoft Excel  
Customer Service  
Microsoft Word

## Certifications

Information Security Essentials

# Tom Jackson

Former Travel Agent | Present Security Guard | Future Full Stack Developer  
Welland

## Summary

Former Travel Agent, currently learning full stack development with code institute. Seeking new opportunities within the developer industry.

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## Experience

### G4S

Security Officer

September 2020 - Present (3 months)

Great Malvern, England, United Kingdom

### Reed & Mackay

Travel Consultant

December 2019 - July 2020 (8 months)

London, England, United Kingdom

Lead Agent for Multinational Finance & Risk Solutions Company implementing their global travel programme. My daily responsibilities were booking international flights, hotels, car hire and meeting rooms, within the companies budget ensure the correct procedures and approvals are met.

### Diversity Travel

Business Travel Consultant

April 2019 - December 2019 (9 months)

Manchester, England, United Kingdom

Providing Out of Hours Service for USA & EMEA Account Holders. booking and re-issuing flights, hotels and ancillary ground products within the account holders travel programme.

### DialAFlight

Travel Manager

October 2017 - February 2019 (1 year 5 months)

London, United Kingdom

Travel Manager for Portfolio of SME Account holders, implementing their global travel programme. My daily responsibilities were booking international flights, hotels, car hire and meeting rooms, within the companies budget ensure the correct procedures and approvals are met.

## EGENCIA UK

2 years 11 months

### Senior Business Travel Consultant

March 2017 - October 2017 (8 months)

London, England, United Kingdom

Lead Agent for Multinational Fine Arts Company implementing their global travel programme as well as assisting a my previous portfolio of SME Clients with their travel requirements. My daily responsibilities were booking international flights, hotels, car hire and meeting rooms, within the companies budget ensure the correct procedures and approvals are met.

Training and Supporting new members of staff.

Assisting Sales meeting with proposed clients with technical questions.

Assisting Account management with reporting, client meetings, client offsite training and developing upcoming travel programmes.

### Corporate Travel Consultant

December 2014 - October 2017 (2 years 11 months)

London, United Kingdom

Lead Agent for a portfolio of SME Clients with their travel requirements. My daily responsibilities were booking international flights, hotels, car hire and meeting rooms, within the companies budget ensure the correct procedures and approvals are met.

Training and Supporting new members of staff.

Assisting Sales meeting with proposed clients with technical questions.

Assisting Account management with reporting, client meetings, client offsite training and developing upcoming travel programmes.

## The Business Travel Partnership

### Business Travel Consultant

June 2013 - December 2014 (1 year 7 months)

Richmond upon Thames, England, United Kingdom

Lead Agent & Account Manager for a portfolio of SME Clients with their travel requirements. My daily responsibilities were booking international flights,

hotels, car hire and meeting rooms, within the companies budget ensure the correct procedures and approvals are met as well as invoicing and reporting.

#### Bookotel LTD

Business Travel Consultant

April 2011 - June 2013 (2 years 3 months)

Worcester, United Kingdom

Business Travel Consultant for a portfolio of SME Clients with their travel requirements. My daily responsibilities were booking international flights, rail and car hire within the companies budget ensure the correct procedures and approvals are met as well as invoicing and reporting.

#### T.W.Jones Plant Ltd

Regional Operations Manager

November 2009 - April 2011 (1 year 6 months)

Managed team of 5 site agents and 25 staff over two locations Hereford and Droitwich, planned regional works for upcoming projects, costing, purchasing of materials. Performed quarterly project meetings on behalf of CEO with clients dealing with ongoing and upcoming works and dealing with discrepancies.

#### T W Jones LTD

Administrative Assistant

April 2008 - November 2009 (1 year 8 months)

Planned works for upcoming Road Works i.e costed materials, hours taken, and services required.

#### Murphy Pipelines Ltd

QB5 Administrator

December 2007 - April 2008 (5 months)

Birmingham, United Kingdom

QB5 Administrator

Managed Permits with Council

Costed Planned Works

Closed or Extended Permits

Liaised with Site Managers (problems and solutions to site problems)

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## Education

Hanley Castle High School

