

Yuriko Miyamoto

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PERSONAL SUMMARY

Courteous, excellent skills and highly efficient understanding of the travel industry and people who work in it. An experienced travel agent who is able to make the best possible travel arrangements for a client's destination, transport and travel dates. Highly motivated with multi-tasking skills along with an ability to work with air ticket reservation and visa support for clients especially for university professors.

WORK EXPERIENCE

Travel agency- Gyomu toko center Co., LTD

TRAVEL AGENT (Reservation staff) April 2013 – present

- Providing an efficient, courteous, and responsive travel booking service for over 3years.
- Well-handling and management experiences in total support and advising of visa application for over 30 countries for over 3years.
- Responding to all phones enquiries promptly, courteously, and in a friendly manner.
- Building strong relationship with clients by supporting of international conference.
- Booking rail, hotel, car rental, and domestic air travel.
- Up selling relevant add-ons, like excursions, travel insurance (AIU, ACE), etc.

Education

- Bellevue Community College, USA
International Business (2011)
- Kyoto Women's University, Japan
B.A. in English Literature (2007 Apr – 2012 Sep)

Personal Skills

- English Speaker : TOEIC 890 (January 2016)
- Excellent telephone manner for clients.
- Able to develop relationship with suppliers to obtain cost effective prices.
- Computer Skills : MS-Word and Power Point