

**Tina B. Travel**  
17 Worldwide Road  
Boston, MA 02100  
617/ 000-0000

TRAVEL CONSULTANT / MANAGER

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**Qualifications:**

- Fully certified to book land, sea, and air accommodations for domestic and international travel.
- Solid record as a travel consultant servicing retail, corporate, individual, and group accounts.
- Earned position as manager of a full-service agency after one year in the industry.
- Expert at directing administrative, sales, marketing, staff training, and customer service operations.
- Proven ability to implement all facets of service from initial client call through delivery of tickets.
- Excellent communication, organizational, and problem-solving skills.
- Demonstrated skill managing simultaneous tasks and meeting deadlines.
- Extensive domestic and foreign travel background.

**Experience:**

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|---|------------------------|
| TRAVEL CONSULTANT / MANAGER • YHN Travel Services • Boston, MA  | 1985 to September 1987 |
| ELEMENTARY TEACHER • Private and Public Schools • Massachusetts | 1970 to 1985           |
| CHILDREN'S LIBRARIAN • Boston, MA                               | 1962 to 1969           |

**Education:**

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| SABRE COMPUTER TRAINING PROGRAM • American Airlines • Dallas, TX                 | 1986 |
| CRUISE LINES SALES & MARKETING SEMINARS • Cruise Lines Intl. Assoc. • Boston, MA | 1986 |
| TRAVEL & TOURISM CERTIFICATE PROGRAM • LOI College • Boston, MA                  | 1985 |
| BACHELOR OF SCIENCE • MIN University • Boston, MA                                | 1962 |

**Affiliations:**

PACIFIC ASIA TRAVEL ASSOCIATION  
WOMEN OF BOSTON  
LOI COLLEGE ALUMNI ASSOCIATION

**References available upon request.**