

**Alicia Bryant**  
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**Job Objective:** Seeking a position as a Travel Coordinator utilizing my twenty years of experience and enjoyment of helping clients and using my strong Sabre skills.

Summary: Articulate, professional, hardworking strong team player, knowledge of world geography, meeting deadlines and working under pressure. Would be an asset to any travel management firm. Secret clearance using Sabre GDS.

**Demonstrated Success Record In:**

- Error-management providing cost savings to the client and organization
- Reorganizing and implementing strategic plans, resulting in continuity with corporate clientele
- International travel and faring techniques
- Producing accurate and timely reports meeting stringent guidelines

**CORE COMPETENCIES**

International Travel	Marketing & Sales	Computer Savvy
Domestic Travel	Staff Training	Office Operations
US Secret Service Travel	Written Correspondence	Call-Center

**PROFESSIONAL EXPERIENCE**

**BCD TRAVEL, Dublin, OH**  
**OCT 17**  
**Travel Consultant**

**Jul 2016-**

- Arranged travel for air, hotel and car rentals internally and domestically
  - Made changes to last minute changes of flight, hotel and itineraries after hours
  - Reviewed and work reservations lists for missing seat assignments
  - Used Sabre reservations system to display flight availability, decode/encode airport and cities, retrieved seat maps and reserved specific assignments
  - Coordinated schedules with applicable affected airlines
- Processed flight cancellations and reschedule as appropriate

**A-TEKINC, Herndon, Virginia**  
**FEB 2016**

**Mar 2015-**

### **Travel Consultant**

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### **Carlson Wagonlit Travel, Arlington, Virginia 2013**

**2009–**

*(Layoff due to lost contract)*

#### **Senior International/Domestic Travel Agent**

*On site - USSS and DARPA accounts*

- Coordinated airlines and car, hotel reservations Amtrak, rail passes for Government travel
- Worked with TMO on monthly reports.
- Took care of customer's billing issues, correspondence with carriers and suppliers to reconcile and resolve discrepancies

### **BCD Travel, Arlington, Virginia – 2008**

**2001**

#### **Senior International/Domestic Travel Agent**

Assigned to support the AOL/Time Warner account

- Organized travel for domestic and international travel
- Processed International airline, hotel and car reservations
- Assisted with monthly reports, refunds and reissues

### **SATO Travel, Arlington, Virginia 2001**

**1996-**

*(Later acquired by Carlson Wagonlit)*

#### **International/Domestic Travel Agent**

- Assigned to the Lockheed Martin account worked in the hectic call center and arranged travel for all government personnel

### **Certifications**

Marriott Hotel, 2011  
Jamaican Destination, 2007

Starwood Hotel, 2011  
CLIA, 1988

### **Software Applications**

Microsoft Word, Excel, and Outlook, Sabre Apollo, MAX, ADCS, Non-refundable  
Ticket Tracker, DTS

## **EDUCATION**

Certificate, Travel and Tourism  
American Transportation Institute, Vienna, VA

Coursework in Sociology  
Northern Virginia Community College, Woodbridge, VA

Northern Virginia Community College  
Sociology