

# Travis Bournes

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## WORK EXPERIENCE

### **Skills Trainer**

Challenge Unlimited - St. Louis, MO - September 2013 to Present

Train workers on production work• Document progress of production line• Set goals for the clients the production floor

### **Night Auditor**

DoubleTree by Hilton - St. Louis, MO - May 2013 to August 2013

Night Audit• Balance the daily ledger• Check in guest daily• Handled customer issues daily

### **Security Guard**

Whelan Security - St. Louis, MO - October 2012 to April 2013

Operate DSX and Vicon Net securities systems• Monitor guest and employee activities• Secure warehouse facilities all over the United States

### **RSVP/ Event Staff**

62 Sports - Roxana, IL - January 2012 to August 2012

Answer & make phone calls daily• Data entry for RSVP's• Assist in purchases for John Deere Events • Daily file keeping for Guest

### **Night Auditor**

Candlewood Suites - O'Fallon, IL - August 2011 to January 2012

Candlewood SuitesNight Audit• Prepare end of the day reports daily• Organized new guest arrival packets• Operated hotel computer systems daily

## **Student worker**

Southern Illinois University Edwardsville - Edwardsville, IL - September 2008 to May 2011

Monitored the library and court reporting students• Processed and repair maps• Bind and repair books• Prepared theory papers to be published

## EDUCATION

### **A.S. in International Business A.S**

MacCormac College - Chicago, IL August 2005 to May 2007

## ADDITIONAL INFORMATION

Skills:• Microsoft Applications: Word, PowerPoint, Excel, and Outlook • Internet research and navigation skills• Experienced event planner• Excellent interpersonal skills