



MICHAEL ANDERSON

CORPORATE TRAVEL MANAGER

PROFILE

Results-oriented Business Travel Manager with extensive experience in the hospitality and travel sectors, specializing in corporate travel management and strategic planning. Expertise encompasses the negotiation of corporate travel contracts, vendor management, and the implementation of cost-effective travel solutions that align with business objectives. Proficient in leveraging technology to enhance traveler experience and streamline operations.

EXPERIENCE

CORPORATE TRAVEL MANAGER

Elite Travel Group

2016 - Present

- Directed corporate travel operations for a client portfolio worth over \$10 million.
- Enhanced travel policy compliance by 40% through targeted training sessions.
- Executed a comprehensive review of travel vendor contracts, resulting in a 15% reduction in overall spend.
- Developed a traveler feedback program that improved satisfaction ratings by 25%.
- Utilized advanced analytics tools to track travel patterns and forecast future needs.
- Collaborated with HR to align travel policies with employee wellness initiatives.

TRAVEL OPERATIONS SPECIALIST

Travel Innovations Inc.

2014 - 2016

- Coordinated travel logistics for high-profile client events, ensuring flawless execution.
- Implemented an online booking tool that increased user satisfaction by 35%.
- Negotiated partnerships with local vendors, enhancing service offerings and reducing costs.
- Maintained comprehensive travel records to facilitate audits and compliance checks.
- Assisted in developing marketing materials to promote travel services to corporate clients.
- Provided real-time support to travelers, resolving issues and enhancing their experience.

CONTACT

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SKILLS

- strategic planning
- contract negotiation
- data analysis
- stakeholder engagement
- compliance
- vendor management

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN HOSPITALITY
MANAGEMENT, UNIVERSITY OF ABC

ACHIEVEMENTS

- Recognized for achieving a 30% increase in traveler satisfaction ratings in 2021.
- Successfully implemented a mobile app for travelers, improving accessibility to travel information.
- Led a team project that reduced travel processing time by 50% through enhanced workflows.