



# Michael ANDERSON

## TRAVEL MANAGEMENT CONSULTANT

Proficient Corporate Travel Consultant with a robust background in providing exceptional travel solutions for corporate clients. Demonstrated ability to manage high-volume travel arrangements, ensuring compliance with corporate travel policies and optimizing costs. Proven track record in building and maintaining strong relationships with clients and travel suppliers, resulting in enhanced service delivery.

### CONTACT

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- 📍 San Francisco, CA

### SKILLS

- travel operations
- client relations
- supplier negotiation
- itinerary management
- customer service
- expense reporting

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF SCIENCE IN TRAVEL  
MANAGEMENT, UNIVERSITY OF  
NEVADA, LAS VEGAS**

### ACHIEVEMENTS

- Increased client satisfaction scores by 20% through improved service delivery.
- Recognized as the 'Top Performer' for achieving significant cost savings for clients.
- Successfully implemented a new client feedback system that enhanced service ratings.

### WORK EXPERIENCE

#### TRAVEL MANAGEMENT CONSULTANT

Premier Corporate Travel

2020 - 2025

- Oversaw travel operations for a diverse client base, ensuring adherence to corporate policies.
- Developed customized itineraries based on individual client needs.
- Negotiated with suppliers to secure competitive rates and improved service options.
- Monitored travel trends to provide clients with relevant insights and recommendations.
- Resolved complex travel issues to maintain high client satisfaction levels.
- Trained new staff on company policies and procedures effectively.

#### CORPORATE TRAVEL COORDINATOR

Travel Innovations

2015 - 2020

- Coordinated travel arrangements for corporate executives, ensuring efficient itinerary management.
- Maintained accurate records of travel bookings and client preferences.
- Assisted in the development of travel policies to enhance compliance and cost savings.
- Provided exceptional customer service, addressing client inquiries promptly.
- Collaborated with finance teams to ensure accurate expense reporting.
- Conducted post-travel evaluations to improve future travel planning.