



MICHAEL ANDERSON

SENIOR CORPORATE TRAVEL CONSULTANT

PROFILE

Accomplished Senior Travel Consultant with a robust background in corporate travel management, adept at optimizing travel budgets and enhancing employee satisfaction through strategic planning. Demonstrates a comprehensive understanding of travel industry regulations and compliance, ensuring adherence to corporate policies while maximizing value. Expertise in leveraging technology to streamline booking processes and enhance travel efficiency.

EXPERIENCE

SENIOR CORPORATE TRAVEL CONSULTANT

Corporate Travel Experts

2016 - Present

- Developed and implemented travel policies that streamlined corporate travel processes.
- Monitored travel expenses and negotiated vendor contracts to optimize budget allocation.
- Provided training sessions for employees on travel booking systems and policies.
- Maintained up-to-date knowledge of travel regulations and compliance issues.
- Conducted post-travel analysis to identify cost-saving opportunities.
- Collaborated with cross-functional teams to align travel strategies with corporate goals.

TRAVEL COORDINATOR

Business Travel Solutions

2014 - 2016

- Coordinated domestic and international travel for corporate clients, ensuring compliance with company policies.
- Managed travel itineraries and logistics, including flights, hotels, and ground transportation.
- Provided exceptional customer service, resolving travel-related issues promptly.
- Maintained accurate records of travel expenses and client feedback.
- Utilized travel management systems to enhance booking efficiency.
- Assisted in developing promotional materials for corporate travel services.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Corporate Travel Management
- Budget Optimization
- Compliance
- Training and Development
- Vendor Negotiation
- Customer Service

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION, NEW YORK
UNIVERSITY

ACHIEVEMENTS

- Achieved a 20% reduction in travel costs for clients through strategic vendor negotiations.
- Received the 'Excellence in Service' award for outstanding client satisfaction.
- Successfully implemented a new travel management system that improved booking efficiency by 40%.