

MICHAEL ANDERSON

Senior Group Travel Consultant

- San Francisco, CA
- (555) 234-5678
- michael.anderson@email.com

Experienced and resourceful Senior Travel Consultant specializing in group travel and event planning. Known for exceptional organizational skills and the ability to manage multiple projects simultaneously while ensuring attention to detail. Demonstrates a strong capacity for creating cohesive travel experiences for groups, including corporate retreats and destination weddings. Proven track record of fostering relationships with vendors and stakeholders to secure favorable arrangements and enhance client satisfaction.

WORK EXPERIENCE

Senior Group Travel Consultant | Group Travel Experts

Jan 2022 – Present

- Coordinated group travel arrangements for corporate clients, ensuring seamless logistics.
- Developed customized travel packages for large events, including conferences and weddings.
- Maintained relationships with hotels, venues, and transportation providers to secure best rates.
- Conducted site inspections to assess venue suitability for group events.
- Provided on-site support during events to ensure smooth execution.
- Managed budgets and tracked expenses for group travel projects.

Travel Planner | Event Travel Solutions

Jul 2019 – Dec 2021

- Assisted in planning travel arrangements for group events and corporate retreats.
- Maintained accurate records of group itineraries and participant details.
- Provided logistical support during events to ensure client satisfaction.
- Collaborated with vendors to secure accommodations and transportation.
- Conducted surveys post-event to gather feedback for future improvements.
- Developed promotional materials to market group travel services.

SKILLS

Group Travel Planning

Event Coordination

Vendor Management

Budgeting

Customer Service

Logistics

EDUCATION

Bachelor of Arts in Hospitality Management

2015 – 2019

Florida State University

ACHIEVEMENTS

- Successfully organized over 100 group travel events with a 95% client satisfaction rate.
- Recognized for excellence in service delivery at the Annual Group Travel Awards.
- Increased group travel bookings by 40% through enhanced marketing strategies.

LANGUAGES

English

Spanish

French