



MICHAEL ANDERSON

EDUCATIONAL TOUR PLANNER

CONTACT

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- San Francisco, CA

SKILLS

- educational travel planning
- budget management
- logistical coordination
- relationship building
- program evaluation
- risk assessment

LANGUAGES

- English
- Spanish
- French

EDUCATION

MASTER OF EDUCATION IN CURRICULUM AND INSTRUCTION, STANFORD UNIVERSITY

ACHIEVEMENTS

- Increased program enrollment by 40% through targeted outreach initiatives.
- Received the Outstanding Service Award for exceptional client feedback.
- Successfully led a cultural exchange trip that received national recognition.

PROFILE

Accomplished Tour Planner with a robust background in educational travel programs, specializing in academic and cultural excursions. Expertise in designing enriching travel experiences that promote learning and engagement among students and educators. Demonstrated success in collaborating with educational institutions to develop tailored itineraries that align with curricular objectives. Proficient in managing logistics, including transportation, accommodation, and activity coordination, while adhering to strict budget constraints.

EXPERIENCE

EDUCATIONAL TOUR PLANNER

Explore and Learn Tours

2016 - Present

- Designed and implemented educational travel programs for schools and universities.
- Collaborated with educators to create itineraries that meet learning objectives.
- Managed all aspects of travel logistics, including accommodations and transportation.
- Conducted pre-trip orientations for students and parents, ensuring preparedness.
- Evaluated and selected local guides to enhance the educational experience.
- Monitored and assessed program effectiveness through participant feedback.

TRAVEL COORDINATOR

Academic Journeys

2014 - 2016

- Assisted in the planning and execution of academic travel programs.
- Maintained budgets and processed invoices for travel-related expenses.
- Coordinated with international partners to ensure smooth travel operations.
- Developed promotional materials to attract educational institutions to travel programs.
- Provided on-site support during trips to ensure participant satisfaction.
- Analyzed program data to improve future travel offerings.