



CONTACT

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SKILLS

- corporate travel management
- contract negotiation
- compliance adherence
- travel management systems
- expense monitoring
- event coordination

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF BUSINESS
ADMINISTRATION, NEW YORK
UNIVERSITY**

ACHIEVEMENTS

- Achieved a 20% reduction in travel expenses for clients through strategic negotiations.
- Recognized for excellence in client service with a company award.
- Successfully coordinated a corporate retreat that received outstanding feedback from participants.

Michael ANDERSON

CORPORATE TRAVEL PLANNER

Innovative Tour Planner with a robust background in corporate travel management, specializing in organizing business trips and events for multinational clients. Demonstrates exceptional organizational skills and a keen understanding of corporate policies and compliance issues. Proven ability to negotiate favorable rates with hotels, airlines, and ground transportation services, leading to significant cost savings for clients.

WORK EXPERIENCE

CORPORATE TRAVEL PLANNER

Global Corporate Travels

2020 - 2025

- Managed corporate travel arrangements for executives and employees across multiple locations.
- Negotiated contracts with airlines and hotels to secure competitive rates.
- Utilized travel management tools to facilitate booking and reporting processes.
- Ensured compliance with corporate travel policies and guidelines.
- Provided on-demand support for last-minute travel changes and emergencies.
- Developed travel budgets and monitored expenses to ensure cost-effectiveness.

TRAVEL COORDINATOR

Executive Travel Services

2015 - 2020

- Assisted in planning and executing corporate events and travel itineraries.
- Maintained relationships with corporate clients to understand their travel needs.
- Coordinated logistics for conferences and business meetings.
- Managed travel-related inquiries and provided exceptional customer service.
- Conducted post-event evaluations to gather feedback and improve services.
- Participated in industry conferences to stay updated on travel trends.