

MICHAEL ANDERSON

Travel Operations Coordinator

- San Francisco, CA
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Dedicated Tour Scheduling Executive with a passion for enhancing travel experiences through meticulous planning and execution. Expertise in managing logistics for both corporate and leisure travel, ensuring high standards of service and efficiency. Proven ability to analyze client needs and preferences to create tailored travel itineraries that align with their objectives.

WORK EXPERIENCE

Travel Operations Coordinator | Travel Innovations Group

Jan 2022 – Present

- Coordinated travel arrangements for a diverse clientele, focusing on personalized service.
- Utilized scheduling software to enhance efficiency in travel planning.
- Negotiated with suppliers to secure competitive pricing and quality services.
- Conducted client consultations to gather preferences and requirements.
- Managed travel logistics for corporate events and meetings.
- Developed feedback systems to improve service delivery and client satisfaction.

Assistant Travel Planner | Premier Travel Agency

Jul 2019 – Dec 2021

- Assisted in the planning and execution of travel itineraries for clients.
- Maintained records of travel bookings and client preferences.
- Supported the negotiation process with travel vendors.
- Researched destinations and travel options to provide informed recommendations.
- Updated clients on travel regulations and requirements.
- Coordinated with internal teams to ensure seamless service delivery.

SKILLS

travel logistics

client consultation

supplier negotiation

scheduling software

event planning

feedback analysis

EDUCATION

Bachelor of Arts in Business Administration

2015 – 2019

University of Texas at Austin

ACHIEVEMENTS

- Improved client engagement scores by 20% through personalized service initiatives.
- Achieved a 90% satisfaction rating from clients based on post-travel feedback.
- Successfully managed a portfolio of over 100 clients with high retention rates.

LANGUAGES

English

Spanish

French