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SKILLS

- Travel Coordination
- Client Engagement
- Software Proficiency
- Negotiation
- Problem Solving
- Attention to Detail

EDUCATION

**BACHELOR OF ARTS IN HOSPITALITY
MANAGEMENT, FLORIDA STATE
UNIVERSITY**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Improved client feedback scores by 30% through enhanced service delivery.
- Successfully coordinated travel for a high-profile corporate event, exceeding expectations.
- Received recognition for outstanding teamwork and collaboration on travel projects.

Michael Anderson

CORPORATE TRAVEL SPECIALIST

Results-driven travel desk executive with a solid foundation in travel coordination and client engagement. Demonstrates a keen understanding of travel logistics and customer service principles, ensuring the delivery of exceptional travel experiences. Skilled in employing various travel management tools to facilitate efficient booking processes and enhance client satisfaction. Proven ability to manage multiple priorities in fast-paced environments while maintaining attention to detail.

EXPERIENCE

CORPORATE TRAVEL SPECIALIST

TravelSmart Inc.

2016 - Present

- Coordinated travel arrangements for corporate teams, ensuring compliance with company policies.
- Utilized travel management software to manage bookings and track expenses.
- Provided timely updates to clients regarding travel itineraries and changes.
- Negotiated with vendors to secure competitive rates for corporate travel packages.
- Conducted satisfaction surveys to gather feedback and improve service offerings.
- Developed travel guides and resources for client reference.

TRAVEL ASSOCIATE

Adventure Travels

2014 - 2016

- Supported travel consultants in booking arrangements for leisure and corporate clients.
- Maintained accurate records of client interactions and bookings.
- Ensured compliance with travel regulations and company policies.
- Assisted in developing promotional materials for travel packages.
- Provided administrative support to the travel team during busy periods.
- Engaged with clients to gather preferences for personalized travel experiences.