



Michael ANDERSON

EVENT AND TRAVEL COORDINATOR

Dedicated and detail-oriented Travel Operations Executive with over 6 years of experience in event planning and travel coordination for corporate clients. Adept at managing logistics for large-scale events and ensuring seamless travel experiences for attendees. Proficient in vendor negotiation and contract management, resulting in significant cost savings. Recognized for exceptional organizational skills and the ability to manage multiple priorities in fast-paced environments.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- event planning
- travel coordination
- vendor negotiation
- budget management
- customer service
- reporting

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF SCIENCE IN EVENT
MANAGEMENT, UNIVERSITY OF GHI**

ACHIEVEMENTS

- Successfully managed a corporate event that received positive reviews from 95% of attendees.
- Awarded 'Best Event Planner' in 2021 for outstanding execution of large-scale events.
- Increased client retention by 25% through exceptional service and follow-up.

WORK EXPERIENCE

EVENT AND TRAVEL COORDINATOR

Corporate Events Ltd.

2020 - 2025

- Planned and executed travel logistics for corporate events, accommodating up to 1,000 attendees.
- Negotiated contracts with hotels and transportation providers to secure favorable rates.
- Coordinated with internal teams to ensure alignment on event objectives and travel needs.
- Managed travel inquiries and provided support throughout the event lifecycle.
- Developed post-event reports to analyze performance and gather feedback.
- Implemented a scheduling system that improved planning efficiency by 30%.

TRAVEL SPECIALIST

Travel Management Co.

2015 - 2020

- Assisted clients in booking travel arrangements, ensuring adherence to corporate policies.
- Maintained communication with vendors to secure competitive pricing and availability.
- Managed travel budgets, ensuring expenditures remained within allocated limits.
- Provided exceptional customer service, addressing client inquiries and concerns.
- Produced detailed travel itineraries for clients, enhancing their travel experience.
- Achieved a 98% satisfaction rating from client feedback surveys.