



MICHAEL ANDERSON

Group Travel Coordinator

A results-driven Travel Services Consultant with a focus on group travel management, specializing in organizing large-scale travel arrangements for corporate and leisure groups. Expertise in logistics coordination, vendor negotiation, and budget management to ensure smooth and efficient travel experiences. Recognized for the ability to anticipate client needs and deliver personalized service that fosters loyalty and satisfaction.

WORK EXPERIENCE

Group Travel Coordinator

2020-2023

Group Travel Solutions

- Managed logistical arrangements for corporate and leisure group travel, ensuring smooth operations.
- Coordinated with multiple vendors to secure the best rates and services for groups.
- Developed customized travel packages tailored to specific group needs and preferences.
- Conducted pre-trip briefings to ensure all participants were informed and prepared.
- Maintained ongoing communication with group leaders to address any concerns.
- Achieved a 98% satisfaction rating through exceptional service delivery.

Travel Consultant

2019-2020

Travel Group Experts

- Assisted in planning and executing group travel itineraries, ensuring all details were meticulously managed.
- Provided expert advice on group travel options and destinations based on client needs.
- Maintained comprehensive records of group preferences and feedback to enhance future offerings.
- Trained team members in group travel best practices and logistics management.
- Participated in industry events to network and promote group travel services.
- Achieved a 90% repeat client rate through exceptional service and tailored experiences.

ACHIEVEMENTS

- Awarded 'Group Travel Excellence' recognition for outstanding service in 2023.
- Increased group travel bookings by 40% through targeted marketing campaigns.
- Successfully organized a large-scale corporate retreat, receiving exceptional feedback.

CONTACT

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EDUCATION

Bachelor of Science in Hospitality and Tourism Management

University of Nevada
Las Vegas

SKILLS

- group travel management
- logistics coordination
- vendor negotiation
- budget management
- project management
- training

LANGUAGES

- English
- Spanish
- French