

Michael Smith

Corporate Travel Agent

CONTACT

✉ michael.smith@gmail.com

📍 United States, New York, NY

EDUCATION

2013 - 2017

Bachelor's Degree in Hospitality Management

New York University, United States, New York, NY

Certified Travel Associate

The Travel Institute, Certification Date: August 2020

Professional Development

Advanced Travel Management Course

Travel Institute, Completed: June 2021

- Enhanced skills in travel policy development and risk management for corporate clients.

Negotiation Strategies for Travel Agents

Online Course, Coursera, Completed: March 2022

- Gained advanced negotiation techniques specifically tailored for the travel industry to maximize value for clients.

PROFESSIONAL SUMMARY

Detail-oriented Corporate Travel Agent with over 4 years of experience in managing travel logistics for corporate clients. Proficient in negotiating rates and creating tailored travel solutions that meet client needs while maximizing cost-efficiency.

EXPERIENCE

Corporate Travel Agent

2021 - Now

Travel Experts, United States, New York, NY

- Manage travel arrangements for corporate executives, including flight, hotel, and transportation bookings.
- Develop and maintain strong relationships with vendors to negotiate competitive rates and enhance service delivery.
- Provide clients with travel itineraries and necessary travel documentation, ensuring a seamless experience.
- Analyze travel trends and prepare reports to assist clients in making informed travel decisions.

Travel Coordinator

2019 - 2020

Adventurous Journeys, United States, New York, NY

- Assisted in planning and coordinating domestic and international travel for company staff.
- Managed travel budget and ensured compliance with company policies.
- Handled traveler inquiries and resolved issues efficiently to minimize disruptions.

SKILLS

Strong negotiation and vendor management skills ★★★★★

Proficient in travel management software (e.g., Sabre, Amadeus) ★★★★★

Excellent organizational and multitasking abilities ★★★★★

Knowledge of corporate travel policies and regulations ★★★★★

Customer service-oriented with a focus on client satisfaction ★★★★★