

## JOHN SMITH

123 Main Street | Anytown, USA | 800-764-8709 | info@contemposseume.com | www.contemposseume.com

## CORPORATE TRAVEL COORDINATOR

Travel Consultation | Scheduling &amp; Logistics | International Coordination

Forward-thinking and extremely organized travel professional with 10+ years of progressive expertise within the travel and hospitality industry. Extremely flexible with the ability to quickly evaluate and react to continuously changing situations. Comprehensive blend of planning, organizational, and communication skills.

## PROFESSIONAL HISTORY

ABC INDUSTRIES, Anytown, USA 2011 – Present

Corporate Travel Consultant

National/International Travel | Customer Service | Complex Problem Solves | Budget &amp; Expenditure Management

**Coordinated, managed, and maintained all travel logistics for a 28 member executive team including coordination of domestic and international travel, budget and expense reporting, and multiple contract negotiations.**

- Requested by company president to coordinate annual shareholders conference, given the authority to choose meeting location, lodging, transportation, reservations, and entertainment for attendees.
- Reduced travel expenses by 28% through renegotiation of vendor contracts and meticulous analysis of employee itineraries to prevent excess costs.
- Implemented companywide online travel portal allowing all travel consultants to view flight schedules and seating to ensure that all available seats on company aircraft are filled and eliminating unused hotel costs.

BIGBIZ INC., Anytown, USA 2007 – 2010

Junior Travel Consultant

Travel Operations | Records Management | Contract Development | Vendor Loyalty Program | Employee Relations

**Assisted Lead Travel Consultant with travel arrangements, vendor communications, and record keeping; maintained availability to employees to provide travel support as needed.**

- Managed all travel documentation for employee travel ensuring everything was correct, current, and up to date.
- Conducted employee travel survey and analyzed data to determine employee travel satisfaction, areas for improvement, and opportunities for restructuring processes.
- Completed monthly budget reports, presented at department meetings, and sought out areas for cost savings.

TRAVEL CO., Anytown, USA 2002 – 2006

Travel Agent

Customer Analysis | Package Development | Sales &amp; Marketing | Budgeting &amp; Quotes

**Provided customers with top-notch, personal service in the development and sales of family, group, and promotional travel packages.**

- Point of contact for travelers from development of travel plans through completion of travels, provided efficient service and troubleshooting for any issues.
- Increased sales 14% by developing key marketing promotions targeting customer specific travel requirements.
- Managed vendor accounts and targeted areas of cost savings while continuing to offer quality services.

## EDUCATION &amp; PROFESSIONAL DEVELOPMENT

Bachelor of Arts – Travel & Tourism  
College of Anytown

Corporate Travel Leadership Program

[Click here to access this Book :](#)

**FREE DOWNLOAD**







# Creative Solution To A Problem Interview

## [Creative Solution To A Problem](#)

Yes, by reviewing a book [Creative Solution To A Problem Interview](#) could grow your close connections announcements. This is just one of the solutions for success. As understood, achievement dont recommend that you have amazing points.

Understand as with ease as conformity even more that additional will have present every success. bordering to, the notice as without difficulty as insight of this Creative Solution To A Problem Interview can be considered as competently as chosen to act.

[Listening And Reading Test Score Conversion Tables](#), [Skills For Reading Intro Teachers](#), [Encounters American Studies Student Book Reading](#), [It Yourself Level 2 Pirate School](#), [Finereader 14 Pro Crack Serial Number Free](#), [Tabc Success In Reading Level M Workbook Tabc Success For Tabc 9 10](#), [In Reading Intermediate Student Book](#), [Reading Mcwhorter Kathleen T](#), [7 Readworks Org The Solution To](#), [Shakespeare Rereading Literature By Eagleton Terry](#), [Island Young Readers Classics](#), [Time Of Dread Of Blood nd Bone](#), [Pdo Thread Lift Face Aesthetica Skin Centre](#), [Readiness Assessment Study](#), [3 Free About 3 Or Read Online Viewer Search Kindle And Ipad With Findpd](#),

[And Investing Reading Sampler Volume 1 Book Excerpts By Louise Bedford Kel Butcher Alan Hull Stuart Mcphee And Leon Wilson](#), [Morning I Met A Whale Read Respond](#), [Flyers Reading And Writing Sample Papers](#), [Tug On The Thread From The British Raj To The British Stage Family Memoir](#), [Screw Threads Asa B1.5 1952](#), [Explorer 4 Answer](#), [Reading To Island Of The Blue Dolphins Scholastic Bookfiles](#), [Notions Second Edition Reading Vocabulary Development 2 2nd Second Edition By Ackert Patricia Lee Linda 2005](#), [Reader Quiz Answers For Harry Potter](#), [Nuns Read Books Libraries](#), [Reader Forums](#), [Road To Reading The Spalding Method For Teaching Speech Spelling And Reading](#), [Sportsmans Reader Donald Wharton](#), [Através Alfabeto Reading Writing](#), [Skills For Reading 4](#), [World Of Ideas Essential Readings For College Writers 10th Edition](#)