

EVELYN WHITE

Corporate Travel Counselor

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🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Enthusiastic Corporate Travel Counselor with 2 years of experience in designing and managing comprehensive travel itineraries. Skilled in optimizing travel costs while ensuring compliance with corporate policies. Committed to delivering exceptional service and enhancing client satisfaction through effective communication and problem-solving.

WORK EXPERIENCE

Corporate Travel Counselor
Maple Leaf Consulting

📅 Apr / 2024-Ongoing
📍 Toronto, ON

- Coordinated complex international travel itineraries, focusing on cost reduction and compliance with corporate policies.
- Negotiated competitive contracts for hotel and transportation services, achieving significant savings for clients.
- Utilized Amadeus and other travel management software to book domestic and international travel.
- Served as the primary point of contact for corporate clients, addressing inquiries and resolving issues promptly.
- Developed and maintained relationships with vendors to ensure high-quality service delivery.
- Compiled and analyzed travel reports to identify trends and optimize travel strategies.
- Provided exceptional customer service, enhancing client satisfaction and loyalty.

Corporate Travel Counselor
Lakeside Apparel Co

📅 Apr / 2023-Apr / 2024
📍 Chicago, IL

- Oversaw travel arrangements for high-profile clients, ensuring adherence to corporate travel policies.
- Managed vendor relationships to facilitate seamless travel experiences.
- Conducted audits of travel bookings to ensure accuracy and compliance.
- Acted as Senior Corporate Travel Counselor for VIP clients, providing tailored travel solutions.
- Delivered timely and effective communication regarding travel updates and changes to clients.
- Maintained a detailed knowledge of travel products and services to provide expert advice.

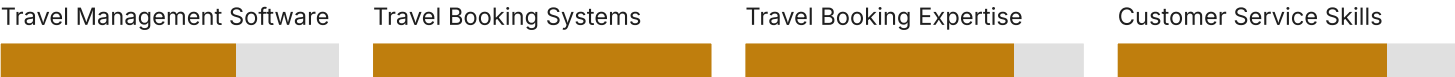
EDUCATION

Bachelor of Science in Hospitality Management
University of Southern California

📅 Apr / 2022-Apr / 2023
📍 Denver, CO

Focused on travel and tourism management, customer service excellence, and event planning.

SKILLS



ACHIEVEMENTS

- 🌟 Successfully reduced travel expenses by 15% through strategic vendor negotiations.
- 🌟 Coordinated travel arrangements for over 100 corporate clients, ensuring compliance with company policies.
- 🌟 Implemented a new booking process that improved efficiency by 20%.