



EVELYN WHITE

Corporate Travel Counselor

PROFESSIONAL SUMMARY

Corporate Travel Counselor with 5 years of experience managing diverse travel arrangements for corporate clients. Expertise in optimizing travel logistics and costs while ensuring compliance with corporate policies. Proven ability to enhance client satisfaction through exceptional service, strategic planning, and effective communication.

WORK EXPERIENCE

Corporate Travel Counselor

Seaside Innovations

Apr / 2022–Ongoing

Santa Monica, CA

1. Managed group travel arrangements for corporate events and conferences.
2. Maintained strong relationships with travel agencies to ensure best practices and process improvements.
3. Coordinated travel arrangements while strictly adhering to corporate policies.
4. Analyzed travel reporting to identify cost-saving opportunities within corporate travel spend.
5. Negotiated favorable rates with airlines, hotels, and car rental companies through a consistent RFP process.
6. Evaluated the quality of travel services and made recommendations based on bid responses.
7. Provided comprehensive travel arrangements for oil and gas employees using Sabre GDS and other platforms.

Corporate Travel Counselor

Crescent Moon Design

Apr / 2020–Apr / 2022

Portland, OR

1. Managed virtual travel planning for corporate and financial clients, including transportation and accommodations.
2. Collaborated with clients to assess their travel needs and budget constraints.
3. Supplied destination-specific information, including local customs and regulations.
4. Handled booking reservations and collected necessary fees efficiently.
5. Resolved travel-related issues promptly and tactfully.
6. Entered travel data into the appropriate GDS and online portals.

EDUCATION

Bachelor of Arts in Hospitality Management

University of Nevada

Apr / 2018 – Apr / 2020

Portland, OR

Focused on hospitality and travel management principles.

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SKILLS

Gds Proficiency



Itinerary Planning



Travel Documentation



Language Proficiency



Networking Skills



Salesforce Experience



INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

LANGUAGES



English



Italian



Spanish

ACHIEVEMENTS

Achieved a 20% reduction in travel costs through strategic vendor negotiations.

Successfully coordinated travel for over 1,000 corporate employees annually.