



TRAVEL MANAGEMENT

- Airfare Booking
- Arrange transportation to/from airports, hotels, and business meetings
- Budget and cost control
- Communication skills
- Contract Negotiation
- Develop relationships with key organizational stakeholders to ensure smooth communication and coordination of travel plans
- Domestic & International Flight Booking
- Ground Transportation
- Itinerary Management
- Lodging
- Marketing knowledge
- Monitor travel policy and procedure changes; made recommendations to management as needed
- Negotiate discounts and perks with preferred vendors
- Reduce Travel expenses through effective management of the travel budget
- Train new hires on corporate travel policies and procedures
- Rental car Booking
- Research new destinations and venues for corporate events
- Risk Management
- Sales experience
- Supplier Relationship Management
- Track Employee Business Expenses
- Travel Planning