Andre Wallace

CORPORATE TRAVEL COORDINATOR

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Certificates

Certified Travel Associate (CTA)
The Travel Institute
2024

Skills

Sabre • SAP Concur
Corporate Travel • Travel Policy
International Travel • Visas
Duty of Care • Excel
Customer Service
Attention to Detail

Summary

Corporate travel coordinator with 3 years of experience booking domestic and international travel for an energy services company with 1,200 traveling employees. Works in Sabre, SAP Concur and Excel, holds trips to travel policy, and manages visas, duty of care tracking and VIP itineraries for the executive team.

Experience

Corporate Travel Coordinator 04/2024 - Present
Gulf Basin Energy Services Houston, TX

Corporate travel desk supporting offices in Texas, Louisiana, Scotland and Brazil.

- Reserve **250** domestic and international trips a month in Sabre and SAP Concur.
- Secure business visas and letters of invitation for 40 travelers a quarter to Brazil, Nigeria and Norway.
- Monitor traveler locations through the duty of care tool and contact staff within 1 hour of any disruption.
- Plan executive itineraries for 8 vice presidents, including charter flights and secure ground transport.

Travel Reservations Agent 07/2023 - 03/2024
Bayou City Corporate Travel Houston, TX

Travel management company serving 30 corporate clients.

- Processed 70 corporate air reservations a week in Sabre with 99% accuracy.
- Handled exchanges and refunds for 20 schedule changes a week.
- Saved clients $48,000 in unused ticket credits by tracking them in Excel.

Customer Service Representative 06/2022 - 06/2023
Lone Star Airport Services Houston, TX

Airport ground handling contractor.

- Resolved rebookings for 60 passengers a shift during delays and cancellations.
- Processed baggage claims for 25 travelers a day.
- Earned 3 customer service awards from the airline station manager.

Education

Bachelor of Business Administration 05/2022
University of Houston Houston, TX
Management