Hannah Mitchell

Travel Coordinator

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SUMMARY

Travel coordinator with 5 years of administrative and corporate travel experience, now arranging air, hotel and ground travel for a 400-person engineering firm and its project crews. Keeps $2.1 million in annual travel spend within travel policy, tracks every trip in Excel and Outlook, and solves day-of-travel problems with strong organizational skills.

EDUCATION

Bachelor of Arts 05/2021

University of Colorado Denver Denver, CO

Communication

EXPERIENCE

Travel Coordinator 03/2023 - Present

Front Range Engineering Partners Denver, CO

In-house travel desk for 400 employees and field crews working on projects in 11 states.

- Arrange **180** air, hotel and rental car trips a month through the corporate booking tool and agency partner.
- Coordinate crew travel for 15 field projects at a time, including extended-stay lodging and per diem advances.
- Reduce average airfare 12% by enforcing 14-day advance booking and preferred carrier rules.
- Build a monthly Excel travel spend report by project for finance and 6 project managers.
- Resolve weather cancellations and missed connections by phone for travelers within 30 minutes.

Administrative Assistant 06/2021 - 02/2023

Mile High Medical Group Aurora, CO

Office support for a 60-provider medical group with 5 clinic locations.

- Managed calendars and Outlook schedules for 4 department directors.
- Planned travel and registration for 35 conference trips a year.
- Organized 20 off-site meetings, covering event planning from venue booking to catering and Word agendas.
- Audited 150 expense reports a quarter against receipts and company policy, returning 9% for correction.

SKILLS

Corporate Travel • **Travel Policy** • **Expense Reports** • **Excel** • **Outlook** • **Word** • **Microsoft Office** **Event Planning** • **Organizational Skills** • **Problem-Solving**

CERTIFICATES

Certified Travel Associate (CTA)

The Travel Institute

2024