ROBERT KIM

TRAVEL MANAGER

CONTACT

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SUMMARY

Travel manager with 11 years in corporate travel, now running an $18 million global travel program for a 9,000-employee manufacturer. Negotiates airline and hotel agreements, manages the travel management company and SAP Concur booking tool, and reports savings and travel policy compliance to finance in Excel and Power BI.

SKILLS

- Travel Program Management
- Supplier Negotiation
- Travel Policy
- SAP Concur
- Sabre
- Excel
- Power BI
- Duty of Care
- RFPs
- Judgment

EDUCATION

Bachelor of Business Administration

05/2015
Georgia State University
Atlanta, GA
Hospitality Administration

CERTIFICATES

Global Travel Professional (GTP)

2020
Global Business Travel Association

EXPERIENCE

Travel Manager 05/2021 - Present

Peachtree Industrial Group — Atlanta, GA

Global travel program covering 9,000 employees in 14 countries.

- Direct an **$18M** travel program, cutting cost per trip 11% since 2022.
- Negotiate corporate airline and hotel agreements in 40 cities, saving $1.4M a year.
- Manage the travel management company contract and SAP Concur, lifting online adoption to 82%.
- Rewrote the travel policy and approval rules, raising policy compliance from 71% to 90%.
- Report monthly spend, savings and duty of care data to finance in Excel and Power BI.

Travel Program Analyst 03/2018 - 04/2021

Southern Crescent Healthcare — Atlanta, GA

Corporate travel team for a 30-hospital health system.

- Analyzed $9M in annual travel spend and identified $600,000 in hotel savings.
- Launched a duty of care alert process covering 2,500 frequent travelers.
- Supported 3 airline and car rental RFPs with demand data and bid scoring.

Corporate Travel Consultant 06/2015 - 02/2018

Atlanta Business Travel Partners — Atlanta, GA

Travel management company.

- Reserved 250 corporate trips a month in Sabre for 12 client accounts.
- Resolved VIP traveler disruptions within 15 minutes on the after-hours desk.
- Maintained client travel profiles and negotiated hotel rates for 2 key accounts.