RENEE WHITFIELD

Executive Assistant to the CEO | C-Suite and Board Support

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SUMMARY

Executive assistant with 9 years of administrative experience, 7 of them at the executive level. Support the CEO and a 6-person leadership team at a logistics company with 1,200 employees: 3 calendars, about 70 trips a year, and 4 board meetings a year. Wrote a travel policy that cut the average cost per trip by 18% in 2025. Certified Administrative Professional (CAP) and Microsoft Office Specialist: Excel Expert.

EXPERIENCE

Executive Assistant to the CEO — ***Tarrant Ridge Logistics*** Mar 2022–Present

Third-party logistics company with 1,200 employees, 14 warehouses, and $480 million in annual revenue.

- Manage the calendars of the CEO, the CFO, and the COO: about 45 meetings a week across 3 time zones.
- Plan about 70 domestic and international trips a year; wrote a travel policy in SAP Concur that cut the average cost per trip by 18% in 2025.
- Coordinate 4 board meetings a year for 9 directors: agendas, board books in Diligent Boards, travel, and first drafts of the minutes.
- Track the $1.2 million executive office budget and reconcile 3 corporate cards each month; close every expense report within 5 business days.
- Planned the 2025 leadership summit for 140 managers over 2 days; finished $12,000 under the $210,000 budget.

Executive Assistant to the Chief Operating Officer — ***Fernhill Physician Partners*** Jun 2019–Feb 2022

Physician practice group with 400 employees and 22 clinics.

- Supported the COO and 2 vice presidents with calendars, travel, expense reports, and about 120 emails a day.
- Built a SharePoint tracker for action items from leadership meetings; on-time completion rose from 62% to 88% in 9 months.
- Prepared the slide deck for 12 monthly operations reviews a year from data that 22 clinic managers sent.
- Coordinated the move of the 26-person executive office to a new building over 1 weekend; no staff member lost a workday.
- Arranged 3 off-site strategy meetings a year for up to 30 leaders, including venues, catering, and travel.

Administrative Assistant — ***Hollins Webb Insurance Agency*** Aug 2017–May 2019

Commercial insurance agency with 14 agents.

- Scheduled about 60 client meetings a week for 14 agents in Outlook.
- Updated about 200 policy records a week in the agency management system, with an error rate under 1% in quality audits.
- Managed 5 office vendor contracts and cut supply costs by 9% in 2018.
- Answered about 50 calls a day at the front desk and greeted all office visitors.

EDUCATION

Ellisford State University May 2017

Bachelor of Arts in Communication

SKILLS

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Executive support:	Calendar management across time zones, Domestic and international travel, Board meeting support and minutes, Correspondence and email triage, Event and off-site planning
Finance and operations:	Budget tracking, Expense reports and card reconciliation, Vendor management, Confidential records
Software:	Microsoft 365 (Outlook, Excel, PowerPoint, Teams), SAP Concur, Diligent Boards, Zoom, SharePoint

CERTIFICATES

Certified Administrative Professional (CAP) May 2024
International Association of Administrative Professionals (IAAP)

Microsoft Office Specialist: Excel Expert Oct 2021
Microsoft

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