

Datha Rennecker

Administrative Executive

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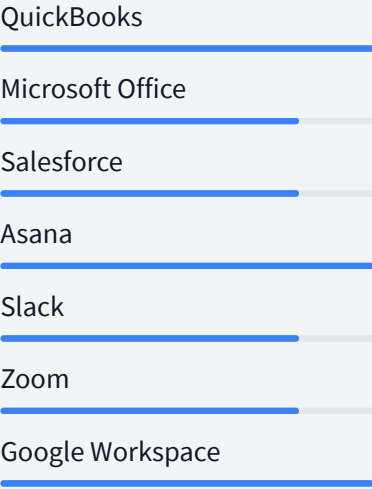
EDUCATION

Bachelor of Business Administration in Office Management at West Virginia University, Morgantown, WV
Sep 2017 - May 2021
Relevant Coursework: Office Management Principles, Human Resource Management, Business Communication, Organizational Behavior, Project Management, Business Ethics, Marketing, Accounting, and Information Technology.

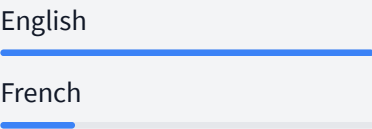
LINKS

[linkedin.com/in/datharennecker](https://www.linkedin.com/in/datharennecker)

SKILLS



LANGUAGES



PROFILE

Detail-oriented Administrative Executive with 2 years of experience in providing high-level support to various departments and executives. Proficient in managing schedules, coordinating meetings, and handling office tasks with efficiency and accuracy. Demonstrates strong communication, organizational, and multitasking abilities to ensure streamlined business operations. Committed to enhancing productivity and contributing to business growth.

EMPLOYMENT HISTORY

- Administrative Executive at West Virginia Executive, WV**
May 2023 - Present
 - Successfully managed a team of 10 administrative staff, resulting in a 15% increase in overall productivity and a 20% reduction in employee turnover within one year.
 - Implemented a new document management system that streamlined workflows, reducing processing time by 30% and saving the company \$50,000 annually in labor costs.
 - Oversaw the planning and execution of multiple high-profile events, leading to a 25% increase in event attendance and generating \$75,000 in additional revenue for West Virginia Executive, WV.
- Administrative Assistant at West Virginia University, WV**
Sep 2021 - Apr 2023
 - Successfully managed the scheduling of over 300 meetings and events annually for university staff, ensuring efficient use of resources and timely communication with all parties involved.
 - Streamlined office processes by implementing a new digital filing system, leading to a 40% reduction in time spent on document retrieval and a 25% decrease in paper usage.
 - Coordinated travel arrangements for over 100 faculty and staff members, resulting in a 15% cost savings for the university through strategic booking and expense tracking.
 - Assisted in the planning and execution of the annual university-wide administrative conference, hosting more than 500 attendees and receiving a 95% satisfaction rating from post-event surveys.

CERTIFICATES

- Certified Administrative Professional (CAP)**
Aug 2021
- International Association of Administrative Professionals (IAAP) Certification**
Apr 2020

MEMBERSHIPS

- International Association of Administrative Professionals (IAAP)