

# Natalie Whitfield

Corporate Executive

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- Detail-oriented and proactive business administration graduate with hands-on internship experience supporting corporate operations, coordinating cross-departmental schedules, and managing administrative workflows for teams of up to 20 professionals.
- Demonstrated ability to streamline office processes, having reduced meeting scheduling conflicts by 30% and cut document retrieval time by 40% through systematic reorganization during a summer internship at a mid-sized technology firm.
- Skilled in advanced Excel modeling, Salesforce CRM data entry and reporting, and calendar management across Microsoft Outlook and Google Workspace, with a commitment to maintaining confidentiality and professional communication standards in fast-paced corporate environments.

## EDUCATION

### Fordham University, Gabelli School of Business

Graduated: May 2023 | GPA: 3.72/4.0

Bachelor of Business Administration (BBA)

- Relevant Coursework: Corporate Finance, Business Communications, Project Management Fundamentals, Organizational Behavior, Managerial Accounting, Business Analytics
- Dean's List: Fall 2021, Spring 2022, Fall 2022
- Senior Capstone: Developed a cross-functional workflow optimization plan for a simulated 50-employee corporate office, earning top marks from a panel of three industry professionals

## PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

### Microsoft Office Specialist (MOS) - Excel Expert

March 2023

### Google Analytics Individual Qualification (GAIQ)

January 2023

### LinkedIn Learning Certificate: Executive Assistant Essentials

December 2022

### Salesforce Administrator Fundamentals (Trailhead)

October 2022

## WORK EXPERIENCE

### Vantage Solutions Group

May 2022 - August 2022

Administrative Intern

- Coordinated daily calendars and meeting logistics for a 15-person operations department, reducing scheduling conflicts by 30% through implementation of a color-coded Outlook calendar system
- Reorganized the department's physical and digital filing system covering 4,000+ documents, cutting average retrieval time by 40% and earning the Outstanding Intern Award
- Prepared weekly status reports and presentation decks for two senior managers, ensuring accuracy of data pulled from Salesforce CRM and internal dashboards
- Managed multi-line phone system and served as the first point of contact for internal and external stakeholders, handling an average of 35 calls per day while maintaining professional communication standards
- Assisted in coordinating a 200-person corporate networking event, managing vendor communications, attendee registration, and on-site logistics under a \$12,000 budget

### Whitmore & Associates Law Firm

September 2021 - April 2022

Office Assistant (Part-Time)

- Provided administrative support to three attorneys and two paralegals, scheduling client appointments, organizing case files, and processing confidential correspondence with strict adherence to privacy protocols
- Maintained and updated a client contact database of 600+ records in Microsoft Access, improving data accuracy by conducting a full audit that corrected 85 outdated entries
- Drafted, proofread, and formatted professional letters, memos, and meeting agendas, consistently meeting same-day turnaround deadlines
- Monitored and replenished office supply inventory for a 10-person office, negotiating a new vendor contract that reduced quarterly supply costs by 15%

## **Fordham Business Leaders Club**

September 2020 – May 2022

### Treasurer

- Managed an annual club budget of \$8,500, tracking all income and expenditures in Excel and presenting monthly financial summaries to a 12-member executive board
- Organized and coordinated logistics for 6 professional development events per semester, each averaging 80+ student attendees and featuring guest speakers from Fortune 500 companies
- Maintained detailed meeting minutes and distributed action items to board members within 24 hours of each session, improving follow-through on initiatives by an estimated 25%

## *SKILLS*

### **Technical Skills**

- Advanced Microsoft Excel (VLOOKUP, pivot tables, conditional formatting, macros)
- Microsoft Office Suite (Word, PowerPoint, Outlook) – MOS Certified
- Salesforce CRM (data entry, report generation, dashboard navigation)
- Google Workspace (Docs, Sheets, Calendar, Drive)
- Adobe Acrobat Pro (document formatting, form creation, e-signatures)
- Zoom, Microsoft Teams, and Webex (virtual meeting coordination and hosting)

### **Professional Skills**

- Multi-calendar scheduling and meeting coordination across departments
- Confidential document handling and information discretion
- Written and verbal business communication
- Event planning and vendor logistics for groups of 50–200 attendees
- Budget tracking, expense reporting, and basic financial analysis
- Time management and prioritization under competing deadlines

## *HONORS*

### **Outstanding Intern Award**

Summer 2022

Vantage Solutions Group

Recognized for streamlining the department filing system and reducing document retrieval time by 40%

### **First Place, Fordham Regional Business Case Competition**

2023

Fordham University

Led a team of 4 in developing a cost-reduction strategy for a Fortune 500 retail client, presenting to a panel of industry executives

### **President's List**

Fall 2022, Spring 2023

Fordham University

Achieved a 4.0 semester GPA while maintaining part-time employment and club leadership responsibilities

## *PUBLICATIONS*

## **Digital Transformation in Small Businesses: Lessons for Entry-Level Professionals**

March 2023

Fordham Business Review

## **Why Corporate Communication Skills Matter More Than Ever**

January 2023

LinkedIn Article

(1,200+ views)