Terrence Boudreaux

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My Key Qualifications

- **Four regional operations leaders** supported with calendar management at Ryder, scheduling across time zones and cutting scheduling conflicts from 9 a month to 3.
- Travel coordination and **Concur** expense reporting for field leadership, submitting 46 of 48 monthly reports within 3 business days.
- **SharePoint and Microsoft Teams** record-keeping, including migrating 310 files into a standardized library with naming conventions and permissions.
- Meeting support at Ryder: agendas, minutes, and deadline tracking that closed **87 of 96 action items** by target dates in one quarter.
- **Vendor invoice processing** in partnership with finance, cutting average routing time from 5 business days to 2.
- Earlier **operations coordinator** experience at Lineage, a warehousing and logistics company: coordinated 55 operations meetings across 3 sites in 12 months.
- Reports, presentations, and recurring operational materials prepared throughout in **Excel, PowerPoint, Word, and Outlook**.

Experience

Administrative Assistant — **Ryder System, Inc.**, transportation and supply chain company providing fleet management, warehousing, and logistics services

Mar 2023 – Present · 3 yrs 8 mos

- Manage calendars for 4 regional operations leaders, scheduling internal and external meetings across time zones and resolving conflicts proactively. Standardizing intake and planning blocks in Outlook cut scheduling conflicts from 9 in a month to 3.
- Coordinate domestic travel and expense reporting in Concur under company travel policies, submitting 46 of 48 monthly expense reports within 3 business days of trip completion using itinerary checklists and pre-review receipt reconciliation.
- Prepare reports, presentations, agendas, and recurring operational materials in Excel, PowerPoint, Word, and Outlook for weekly operations reviews, tracking 87 of 96 action items to closure by their target dates in one quarter.
- Rebuilt the shared operations folder structure in SharePoint and Teams, migrating 310 files into a standardized library with naming conventions and permission-based subfolders over 6 weeks.
- Reduced vendor invoice routing time from 5 business days to 2 by creating an intake tracker and validating paperwork before forwarding to finance partners.

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Operations Coordinator — **Lineage**, temperature-controlled warehousing and logistics company

Nov 2021 – Feb 2023 · 1 yr 3 mos

- Coordinated recurring operations meetings across 3 sites, delivering agendas, minutes, and follow-up notes for 55 meetings in 12 months using a shared planning calendar and standardized templates.
- Cut monthly reporting packet assembly time from 4 hours to 2.5 hours per packet by building reusable Excel and PowerPoint templates for site leaders' operational updates.
- Reduced returned purchase order and vendor paperwork submissions from 7 in one quarter to 2 in the next by checking required fields and attachment completeness before forwarding for approval.
- Maintained shared records, distribution lists, and visitor schedules for site and regional operations managers.

Education

- **University of North Texas at Dallas** — Bachelor of Applied Arts and Sciences in Business Administration · 2017 – 2021

Skills

- **Microsoft Office & Collaboration:** Microsoft Outlook, Microsoft Excel, Microsoft PowerPoint, Microsoft Teams, SharePoint
- **Administrative Operations:** Calendar Management, Travel Coordination, Expense Reporting, Meeting Coordination, Invoice Processing, Concur