Trevor Hollis

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My Key Qualifications

- **5 years of executive support** in corporate environments, one unbroken stretch from Alight Solutions in 2021 to USG Corporation today.
- Currently supports **3 senior executives** in operations and finance at USG, a North American manufacturer, owning calendars, travel, expenses, and meeting logistics.
- Reworked executive calendar triage in Outlook and cut **double-bookings from 9 to 2 per month** across three leaders' schedules.
- Coordinated **64 domestic and international trips** in a year with zero missed connections from itinerary gaps.
- **Concur** expert in practice: 110 expense reports with fewer than 3 corrections, and monthly closeout time cut from 7 days to 4 with an Excel tracker.
- Prepared **22 executive meeting decks** in PowerPoint in one year, all circulated by deadline.
- Introduced a notes and action-item template that lifted **on-time completion from 68% to 87%** across 4 recurring cross-functional reviews.

Experience

Executive Assistant — **USG Corporation**, building materials manufacturer with North American operations

Sep 2023 – Present · 3 yrs 2 mos

- Own complex calendar management, meeting prioritization, and daily schedule changes for 3 senior executives in operations and finance; reworked calendar triage and priority rules with standardized intake steps and buffer times, cutting double-bookings and avoidable conflicts from 9 per month to 2
- Managed end-to-end domestic and international travel, coordinating 64 trips in 12 months with 0 missed connections from itinerary gaps, including flights, hotels, ground transportation, and detailed itineraries tracked in Concur and Outlook
- Prepare expense reports in Concur, reconcile corporate card activity, and track invoices and purchase requests; standardized expense and card-reconciliation tracking with an Excel tracker across 3 cost centers, cutting average monthly closeout from 7 business days to 4
- Organize leadership meetings and cross-functional reviews with agendas, materials, minutes, and follow-up actions; delivered 22 executive meeting decks in 1 year with all materials circulated by deadline
- Introduced a meeting-notes and action-item template for cross-functional reviews, raising on-time action-item completion from 68% to 87% across 4 recurring meetings with a shared follow-up log and weekly Teams reminders

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Administrative Coordinator — **Alight Solutions**, human capital and business process services company

Sep 2021 – Aug 2023 · 1 yr 11 mos

- Managed calendars, scheduling, and travel arrangements for 4 directors across client and internal workstreams, improving agenda distribution timeliness from 70% to 95% over 2 quarters by creating a recurring prep checklist and collecting materials from meeting owners earlier.
- Processed department leaders' expense reports end to end in Concur, submitting 110 reports in a 12-month period with fewer than 3 corrections by reviewing receipts for policy compliance before entry.
- Coordinated quarterly offsites and leadership sessions, delivering 6 events for groups of 25 to 60 employees on approved budgets, covering catering, room setups, presentation materials in PowerPoint, and attendee communications. Also assisted with invoices and purchase requests.

Education

- **Illinois State University** — Bachelor of Science in Business Administration · 2017 – 2021

Skills

- **Executive Support:** Calendar Management, Executive Meeting Coordination, International Travel Coordination, Expense Reporting, Invoice Tracking
- **Tools & Platforms:** Microsoft Outlook, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft Teams, Concur, SAP