

Britney Lee

Stafford, Virginia

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PROFESSIONAL SUMMARY

Highly organized and proactive Executive Administrative professional with over 10 years of experience providing direct support to senior leaders and managing complex office operations in fast-paced, high-accountability environments. Proven ability to serve as a primary point of contact, manage executive calendars, coordinate meetings and travel, prepare executive-level correspondence and presentations, and handle multiple time-sensitive priorities with discretion and professionalism. Known for strong communication skills, attention to detail, and the ability to anticipate needs, de-conflict schedules, and support leadership effectiveness in hybrid work environments.

EDUCATION

Southern New Hampshire University

Bachelor of Arts in Human Services

Concentration: Child and Family Services

PROFESSIONAL EXPERIENCE

Bohler Engineering — Senior Administrative Assistant

September 2023 – Present

- Serve as a primary point of contact for the office, supporting senior leadership and project managers with daily administrative and operational needs.
- Manage complex calendars, schedule and coordinate meetings across hybrid environments (virtual, on-site, and client-facing), and proactively resolve scheduling conflicts.
- Prepare, review, and route executive correspondence, proposals, reports, and documents for approval and signature.
- Attend meetings as needed, capture detailed meeting notes, track action items, and follow up with stakeholders to ensure timely completion.
- Edit and format presentations, briefings, and written materials to ensure accuracy, consistency, and professional standards.
- Coordinate travel arrangements, process expense reports, and reconcile travel-related expenses in compliance with organizational policies and timelines.
- Support onboarding of new employees by coordinating workspace setup, system access requests, IT equipment, and orientation logistics.

- Maintain organized electronic records and shared files to ensure accessibility and version control.
- Plan and support special projects, leadership meetings, and office events requiring coordination across multiple teams.

Fredericksburg Endoscopy Center — Lead Administrative Assistant

April 2022 – September 2023

- Provided high-level administrative support in a fast-paced healthcare environment, ensuring smooth daily office operations.
- Coordinated schedules for physicians and staff, balancing multiple priorities and time-sensitive demands.
- Supervised and supported administrative staff, serving as a key point of contact for workflow coordination and issue resolution.
- Prepared reports, maintained confidential records, and ensured compliance with organizational and regulatory requirements.
- Assisted with onboarding and training of new employees and served as a resource for administrative procedures.

Fairfax Colon & Rectal Surgery — Office Assistant

July 2018 – April 2022

- Supported executive and clinical leadership with scheduling, correspondence, and daily office coordination.
- Managed calendars, meeting logistics, and office communications while maintaining confidentiality of sensitive information.
- Maintained organized records and files to support operational efficiency.

Associates in Gastroenterology — Lead Medical Administrative Assistant

October 2015 – July 2018

- Acted as a liaison between providers, staff, and management to ensure effective communication and coordination.
- Managed calendars, coordinated meetings, and supported leadership with administrative reporting and documentation.
- Assisted with operational improvements and supported leadership-directed initiatives.

Alexandria Women Care — Receptionist

October 2014 – October 2015

- Provided front-office and administrative support, including scheduling, correspondence, and records maintenance.
- Supported office operations through effective communication and professional customer service.

CORE SKILLS

- Executive & Senior Leader Support
- Calendar Management & De-confliction
- Meeting Coordination & Action Tracking
- Executive Correspondence & Document Routing
- Presentation & Report Editing (PowerPoint, Word)
- Travel Coordination & Expense Reconciliation
- Office Operations & Logistics
- Onboarding & Workspace Coordination
- Records Management & Confidentiality
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, SharePoint)
- Adaptability & Priority Management
- Professional Communication & Stakeholder Relations