

Tiffany M. Elder
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<https://www.linkedin.com/in/tiffany-elder-622abb41/>

Best in Class Strategic Delivery, Chief of Staff and Global C-Suite Executive Assistant with over 27 years' experience supporting top-level executives. Seeking collaborative business partnership with the opportunity to utilize project management experience and Six Sigma philosophy of continuous improvement.

Highlights

- Executive Support to the C-Suite and Private Equity Board for U.S. Based EPC.
 - Meticulous calendar management across 5 time zones for up to 5 executives (NA & UK), ability to manage with minimal, to no direction.
 - Liaison for Senior Management and an effective contributing member on Senior Leadership Team, helped transform culture and communication across organization by aligning the Executive and Senior Leadership team on meetings, strategies, and goals.
 - [Project Management certification](#) with focus on risk mitigation, leadership, teamwork, project lifecycle & planning.
 - Create documentation and project management framework for key deliverables for SLT and EMT.
 - Manage communication partnership and outreach on behalf of C-Suite across the organization with a high level of discretion and confidentiality with sensitive materials.
 - Experienced and skilled with internal and external written/verbal communication, with proven interpersonal skills to build relationship with key stakeholders.
 - Innovative and forward thinking with continuous improvement with high organizational skills.
 - Pivotal role in company-wide adoption of new global travel program.
 - Drove the development, implementation and communication of corporate T&E Policy and help manage spend.
 - Extensive travel management for company platform and domestic and international itineraries.
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Technical Skills

✓ Smartsheet – Project Management	✓ SharePoint Administration	✓ MS Office – Excel, Word, PowerPoint, and Teams Site Administration
✓ WorkDay	✓ PeopleSoft	✓ SAP (APW, MSS) Super User
✓ Concur	✓ Orbitz for Business	✓ Navan (formally TripActions)

Experience

Signal Energy, LLC – U.S. Based EPC

March 2022 – Current | Houston, TX

Chief of Staff to CFO Office / Executive Assistant to Executive Management Team (C-Suite)

- Executive support to the Executive Management Team (CEO, CFO, CLO, Operations President, EVP Project Management) in Houston & Chattanooga. Build strong relationships with key stakeholders in order to effectively manage travel, meetings and support of organizational goals with the Senior Leadership Team across North America.
- Support the CFO Organization from a holistic view of deliverables by providing structure and framework for optimistic and pragmatic execution. Champion deliverables to the finish line efficiently, on-time and with high quality results.
- Develop framework to proactively support senior leaders with growing the organization by efficiently tracking and organizing deliverables. Represent the Executive Leadership diplomatically, with internal senior leaders at all levels of the corporate hierarchy, including external and internal stakeholders across all lines of businesses and private equity board.
- Initiate project review and revision of policies with a focus on T&E policy and per diem policy. Managing T&E from the corporate travel platform and offer cost and compliance policy changes to control cost and misuse.
- Extensive personal assistant management of CFO corporate move, expenses, and bill payment for corporate living and other personal matters.
- Managed all aspects of opening Downtown Houston Office HQ; IT set-up, grand opening, working with accounting for capital expenditures and purchases and manage CBRE leasing relationship and deliverables.
- Manage Private Equity Board relationship and board presentations/materials. Set annual meeting schedule, draft communication for changes and meeting logistics.

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EQUANS NA (an Engie Company)

June 2021 – October 2021 | Houston, TX

Executive Assistant to CEO

- Support company transition from Engie to EQUANS North America.
- Provided communication support to operating company CEO's across North America and larger organization. Draft meeting notices and use internal translation services for French speaking team members.
- Supported development of new onboarding post company separation.
- Manage extensive international travel arrangements for executive team for EQUANS Executive Committee, ensured logistics for US visit, during pandemic requirements, to each operating company locations in North America.

Siemens Energy

December 2019- May 2021 | Houston, TX

Executive Assistant

- Managed "Signature Authority Letter of Exception" process, including approval and verification of user's levels in the system that allows approval/procurement in SAP and other systems.
- Created and maintain team distribution list across North America.
- Lead for team communications.
- Intranet site Admin and created and manage SharePoint, Yammer, OneNote and MS Teams and Site Collections.

Centrica PLC / Direct Energy

September 2012 – December 2019 | Houston, TX

Executive Assistant to CFO of North America & VP of NA Risk

- Hired under the Direct Energy brand which transitioned to a global company structure in 2017.
- Administrative support with the implementation of "Shared Service" accounting model. This included working with each team to define their areas of responsibility then communicate that to the larger finance team that spanned across NA & UK. Lead for all communications.
- Administrative lead for engagement driven activities across North America. Point person for employee issues and kept a pulse of team mood and suggested events/activities to boost morale.
- Managed large, scaled events, conferences, and offsite team meetings. This included local and international events. Largest included 500 attendees, over two days, with attendees across the globe.

Online Computer Library Center (OCLC)

August 2008 – August 2012 | Dublin, OH

Finance Administrative Assistant & Corporate Travel Specialist

- Hosted multiple informational travel fairs to educate and encourage adoption of the new online booking tool, Orbitz for Business, resulting in 100% adoption rate at year two.
- Analyzed data from booking tool and benchmarked data against similar companies.
- Provided travel industry knowledge and cost saving options to the SVP LT to help reduce cost and travel policy changes.
- Created a new Intranet page for the Corporate Travel Program and the Finance team.

United Methodist Children's Home

February 2006 – August 2008 | Worthington, OH

Executive Administrative Assistant to Board of Directors and Executive Director

- Assisted in securing grant funding for a technology lab for the youth residence.
- Developed a recognition program for the youth and staff. This became an annual event and encouraged continual recognition throughout the year.
- Maintained board materials per by laws.

Columbus Urban League

April 1997 – February 2005 | Columbus, OH

Administrative Assistant to the President & CEO / On-site Network Administrator

- Established "Job Fair" structure and all communications for the annual event with the goal of continued grow each year. By the 5th year the event hosted over 100 hiring companies with over 1,000 positions from entry level to executive.
- Lead for company network install and procurement of hardware, software and all licenses.
- Created curriculum for Microsoft Office training program for the "Welfare to Work" initiative. This targeted individuals that were receiving welfare benefits with the purpose of helping them secure entry level MS Office skills with resume support and job placement assistance.

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Professional Interest

- Support the development and mentorship of Executive Assistant's and other support staff by creating a network with resources that focus on, Professional Development, Goal Setting, Conflict Resolutions, Techie Shortcuts and internal company resources.
 - January 2018 – Panel Speaker at Executive Assist Forum. Topic: "Successful Collaboration with your Executive and other Assistant's".
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Education

Southern New Hampshire University

July 2023 – December 2023

Pursuing B.S. - Business Administration -*conferral confirmed completion December 2023*

[Academic Honor Roll](#)

Southern New Hampshire University

March 2022 – July 2023

[A.S. - Business Administration](#) with High Honors

[Winter 2023 President's Award](#)

The Ohio State University

1994 – 1997

Coursework: B.S. Computer Information Science

[Applied Marketing Strategy Badge](#)



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Professional References

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