



# Reanna Packett *Administrative & Logistics Professional*

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Detail-oriented administrative and logistics professional with experience coordinating schedules, registrations, transportation, events, expense tracking, and cross-functional operations. Skilled at managing multiple priorities, maintaining accurate records, communicating proactively, and providing exceptional support in fast-paced environments. Known for strong organization, attention to detail, and the ability to keep complex projects running smoothly from planning through execution.

## Professional Experience

### **Administrative Coordinator**

*Central Christian Church*

08/2024 – 04/2026

St. Petersburg, FL

- Independently developed and launched a redesigned website through Subsplash while coordinating cross-functional projects and process improvements across multiple ministries.
- Managed administrative systems through Planning Center and Subsplash, maintaining accurate records, reporting, registrations, forms, and creating administrative SOP's.
- Managed high-volume phone and email communications, providing timely support, coordinating information across departments, and resolving questions with professionalism and accuracy.

### **International Student Advisor**

*ELS Language Centers*

01/2021 – 08/2022

St. Petersburg, FL

- Coordinated travel and logistics for groups of 20–85 international students, including registrations, transportation, scheduling, ticketing, and itinerary planning.
- Managed company-funded purchases, expense tracking, and documentation, maintaining accurate records and submitting reports through internal systems.
- Served as the primary point of contact for students regarding schedules, travel details, event information, and logistical support.
- Balanced multiple concurrent projects, deadlines, and changing priorities while ensuring a positive student experience.

### **Teller / Member Service Advisor**

*Achieva Credit Union*

06/2014 – 06/2017

Pinellas Park, FL

- Processed financial transactions accurately while maintaining confidentiality, compliance, accuracy, and attention to detail.
- Assisted members with account-related questions and service needs while delivering professional customer support.

## Education

### **Bachelor's Degree in Interdisciplinary Social Sciences**

*University of South Florida*

2021

St. Petersburg, FL

Concentrations in Economics and Environmental Law & Policy  
Minor in Entrepreneurship

## Skills

Expense Tracking | Administrative Support |  
Travel Coordination | Problem Solving |  
Cross-Department Communication | AI Tools |  
Logistics Management | Records Management

## Certificates

Microsoft Office  
QuickBooks  
VITA/TCE