

Tenae Yanow

Executive Administrator

Profile

Dedicated Executive Administrator with 5 years of experience in providing high-level administrative support to top executives in fast-paced corporate environments. Proficient in managing schedules, coordinating meetings, and maintaining executive correspondence with exceptional organizational and communication skills. Demonstrated ability to streamline processes, manage office budgets, and contribute to strategic planning initiatives. Adept at handling confidential information with utmost discretion and professionalism.

Employment History

Executive Administrator at The Boeing Company, CO

Mar 2023 - Present

- Successfully managed a \$10 million budget for the executive office, resulting in a 5% cost reduction and improved resource allocation.
- Implemented a new scheduling system for executive meetings, increasing efficiency by 20% and reducing scheduling conflicts by 70%.
- Coordinated a company-wide event for 3,000 employees, achieving a 95% satisfaction rate among attendees and a 30% increase in employee engagement.
- Streamlined the onboarding process for new executive hires, reducing the average time to full productivity by 25% and increasing retention rates by 10%.

Assistant Executive Administrator at Lockheed Martin, CO

Jul 2018 - Feb 2023

- Successfully managed over 50 high-priority projects, leading to a 30% increase in overall team efficiency and productivity.
- Streamlined the communication process between senior executives and team members, reducing response times by 40% and improving overall workplace collaboration.
- Implemented a new document management system, resulting in a 25% reduction in paperwork processing time and a 20% decrease in document-related errors.
- Coordinated and executed 10 major company events, including annual conferences and training sessions, with an average attendee satisfaction rating of 95%.

Certificates

Certified Administrative Professional (CAP)

Oct 2021

Certified Executive Assistant (CEA)

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📍 123 Aspen Grove Lane, Boulder, CO 80302

Education

Bachelor of Business Administration in Office Management at University of Colorado Boulder, CO

Sep 2014 - May 2018

Relevant Coursework: Business Communication, Office Technology, Project Management, Human Resource Management, Business Ethics, Accounting Principles, Marketing, Office Administration, Organizational Behavior, and Operations Management.

Links

[linkedin.com/in/tenaeyanow](https://www.linkedin.com/in/tenaeyanow)

Skills

Time-management

Microsoft Office

Salesforce proficiency

Budgeting

Multitasking

Google Workspace

Project coordination

Languages

English

Mandarin