


Tenica Aptaker

Executive Secretary

Dedicated Executive Secretary with 5 years of experience providing high-level administrative support to top executives in fast-paced environments. Adept at managing complex schedules, organizing meetings, and preparing professional correspondence. Skilled in maintaining confidentiality, streamlining office processes, and utilizing technology to improve efficiency. Effective communicator and problem-solver, committed to ensuring seamless operations and contributing to the success of the organization.

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(904) 847-6138 

123 Silver Lane, Las Vegas, NV 
89109

Education

**Associate of Applied Science
in Executive Secretarial
Studies at College of
Southern Nevada, Las
Vegas, NV**

Sep 2013 - May 2018

Relevant Coursework: Office
Administration, Business
Communications, Microsoft
Office Suite, Records
Management, Accounting
Principles, Information
Processing, and Organizational
Behavior.

Links

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

Skills

Stenography



Microsoft Excel



PowerPoint



Time management



Multitasking



Proofreading



Google Calendar



Employment History

Executive Secretary at Nevada Corporate Headquarters, Inc., NV

Mar 2023 - Present

- Successfully managed the schedules and appointments of 10 executives, ensuring a 95% on-time meeting rate and streamlining communication between departments.
- Coordinated and organized over 50 company-wide events, including conferences, workshops, and team-building activities, with an average attendance of 300 employees per event.
- Implemented a new filing system for company documents, decreasing document retrieval time by 30% and increasing overall office efficiency.
- Trained and mentored 5 junior administrative staff members, resulting in a 20% increase in productivity and a 15% reduction in employee turnover within the administrative department.

Assistant Executive Secretary at MGM Resorts International, NV

Sep 2018 - Jan 2023

- Successfully managed and coordinated over 500 high-profile executive meetings and events within a year, ensuring smooth operations and a 98% satisfaction rate from attendees.
- Streamlined the company's document management system, leading to a 25% reduction in time spent on administrative tasks and an increase in overall team productivity.
- Implemented a new travel booking process for executives, resulting in an annual cost savings of \$50,000 and a 20% improvement in travel efficiency.

Certificates

Certified Administrative Professional (CAP)

Oct 2021

Certified Executive Secretary Specialist (CESS)

Feb 2020

Memberships

International Association of Administrative Professionals (IAAP)