

Tesia Mckelvey

Personal Assistant

Detail-oriented Personal Assistant with two years of experience supporting executives. Skilled in managing schedules, coordinating travel, and handling confidential information with discretion. Adept at multitasking and ensuring smooth day-to-day operations. Reliable and proactive.

tesia.mckelvey@gmail.com 

(197) 529-3596 

Davenport, IA 

Education

**Associate of Applied Science
in Office Administration at
Des Moines Area Community
College**

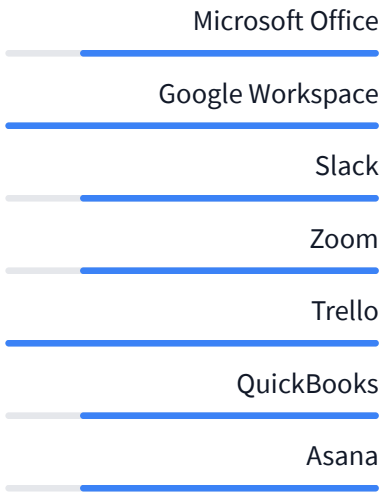
Feb 2019 - May 2023

Relevant Coursework: Business
Communication, Office
Management, Spreadsheet
Applications, Database
Management, Accounting
Principles, and Customer
Service Skills.

Links

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

Skills



Employment History

Executive Assistant at Time Etc, IA

Mar 2025 - Present

- Coordinated and optimized schedules for senior executives, reducing appointment conflicts by 30% through strategic calendar management.
- Implemented a digital filing system that increased document retrieval efficiency by 40%, streamlining office operations.
- Led the organization of over 50 high-profile corporate events annually, enhancing company visibility and strengthening client relationships.
- Managed expense reports and budget tracking for executive team, resulting in a 15% reduction in unnecessary expenditures.

Administrative Assistant at Boldly, IA

Feb 2023 - Feb 2025

- Coordinated schedules for a team of 15 executives, increasing efficiency by 25% through streamlined processes.
- Implemented a new digital filing system that reduced document retrieval time by 40%.
- Managed vendor relationships and negotiated contracts, resulting in a cost savings of \$10,000 annually.
- Prepared and edited reports and presentations for quarterly meetings, enhancing communication clarity.
- Trained and mentored new administrative staff, leading to improved departmental productivity.

Certificates

Certified Administrative Professional (CAP)

Nov 2023

Executive Assistant Certification

Oct 2022

Memberships

International Association of Administrative Professionals

American Society of Administrative Professionals