

# TEKEYTA M. WHITE

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## OBJECTIVE

Seeking a management position where I can utilize my extensive operational, business and administrative managerial background, while leveraging my Human Resource and Financial Management expertise.

## PROFESSIONAL SUMMARY

Dynamic and versatile administrative manager with more than 20+ years of expertise in leading and supervising cross-functional teams, administrative processes, financial management, operational planning, facility security standards, and enforcing policies and procedures in dynamic environments. An effective communicator adept in advising and consulting senior executives in organizational strategic planning. Accustomed to a high paced tempo in austere environments with little to no supervision. Currently holds Secret Security Clearance (TS/SCI eligible).

## CORE PROFICIENCIES

Resource Management | Design and Delivery of Training Programs| Information Management | Organizational Risk Management | Small Team Management | Critical Thinking & Conflict Resolution | Team Building & Strong Leadership Skills | Process Improvement | Verbal, Written, & Presentation Skills | Interpersonal and Communication Skills | Training & Development | Mentorship

## PROFESSIONAL EXPERIENCE

### EXECUTIVE ASSISTANT

**Department of Navy/Assistant for Administration, Washington, DC**

**Aug 2016 to Present**

Supports the Secretary of the Navy staff with the formulation and implementation of policies and programs in support of national security policies and objectives established by the President and the Secretary of Defense. Executed administrative support activities directly supporting senior executives and executive directors. An expert on administrative and complex matters for 150 military and civilian personnel. Oversaw document management, records management, classified/unclassified access, technology issuance/tracking.

- Managed 500+ pieces of executive correspondence, 150+ awards, civilian and military performance evaluations. Organized over 1, 500 in person/virtual meetings.
- Oversees standard organizational budgetary, lines of accounting, invoicing, purchase orders and purchase requisitions (PO/PR's), expenditures and consumption within the Navy Enterprise Resource Planning (ERP) System. Provides corresponding information to supporting departments to maintain fiscal requirements.
- Support Purchasing Manager with supply procurement and inventory. Maintains government purchase card spreadsheet and reports. Ensured key performance indicators were met by stake holders.
- Conducts research on Navy Enterprise Resource Planning database using transaction codes "ME53N – Display Purchase Requisition, ME22N – Change Purchase Order, ME52N – Change Purchase Requisition, ME23N – Display Purchase Order, ME2N – Purchase Order by PO Number, ME5A – Purchase Requisitions: List Display, and MIGO "Goods Movement".

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- Successfully managed administrative and operational requirements and training for Secretary of the Navy Staff, during the migration to Task Management Tool.
- Conduct 8 Task Management Tool training sessions to 13 SECNAV tenant commands of 225 military and civilian.
- Choreographed two Defense Organizational Climate Surveys (DEOCS) impacting 80 personnel.
- Workflow manager. Manages the Task Management Tool system for incoming classified and unclassified requests assigned to the Front Office and subordinate departments.
- Tracks, manages, and assigns more than 400 classified and unclassified taskers requiring response and coordination for actions supporting mission efforts, with zero oversight.
- Provides guidance and instruction to six divisions and ensured day-to-day actions were in compliance with the Department of the Navy Business Rules. Ensured all Action Officers properly understood their responsibilities.
- Provides and disseminates updates to Department of the Navy publications, policies, regulations, and guidance concerning various subject matters to staff and division management.
- Manage procedures, administration, timeliness and quality of organizational actions and correspondence to enhance effective communication across the Secretariat and internal to the organization.
- Responsible for initiating, tracking, and reviewing time sensitive requests and briefing senior executives.
- Assists in developing and executing plans, policies and procedures that impacts an organization of 150 military/civilian personnel.
- Administered Defense Travel System for reviewing officials in support of senior executive travel.
- Provides procedural guidance to staff in preparing packages on staffing levels based on regulations and policies, contacts the originating division and/or point of contact when recommending changes before documents are forwarded to Principal for approval.

### **ADMINISTRATIVE MANAGER**

**Special Boat Team TWENTY, Virginia Beach, VA**

**Feb 2013 to Jul 2016**

Executed all phases of administrative and personnel support for 335+ employees. Managed timelines and requirements for 3,000 pieces correspondence, 280 awards, 50 administrative separation packages, and 40 military service conditional release requests. Implemented process improvements, streamlined onboarding and indoctrination of all newly assigned personnel boosting readiness and sustainability to 95% across the organization.

- Managed eight military administrators, and established metrics, timelines and wrote standard operating procedures to support submissions of performance evaluations, rewards and recognition documents, records management and legal assistance. Additionally utilized A3 problem solving for process improvement to reduce customer wait times by 10%, to increase customer satisfaction.
- Ensured personnel action submissions complied with regulations and specifications. Processed

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personnel actions, military leave forms, awards, etc.

- Coordinated the planning and execution of two change of command ceremonies and four organizational events for over 800 personnel.
- Managed administrative functions for 85 Officer Fitness Reports during out processing of two commanding officers.
- Prepared over 1,000 formal invitations, thank you cards and associated correspondence in keeping with protocol requirements for senior executives.
- Approved graphic designs and templates which created standards for other offices to utilize as accepted format for these functions and organized required printing services from base print shop.
- Planned, orchestrated, and supervised post-deployment integration of services for 200+ family members and staff. Assisted with the Returning Warrior Workshop resulting in Service Member resiliency, lower reports of domestic violence, child abuse, and drug dependency.
- Provides and disseminates updates to Department of the Navy publications, policies, regulations, and guidance concerning various subject matters to staff and division management.
- Ensures quality service is provided to all customers, improving administrative operations and procedures by streamlining all admin policies, establishing production schedules and properly redistributing essential personnel.
- Reorganized the command's directive issuance system, implemented a tracking program for all administrative procedures and maintains records/files.
- Performed pre-trial, trial and post-trial procedures; explained unauthorized absence policies and procedures; understood the military justice court system and explain types of court martials.
- Led organization and preparation for mobilization readiness and deployment, coordinated 75 mobilizations, and 34 demobilizations of personnel and teams assigned globally.
- Implemented inaugural security/watch standing program; supervised and trained 45 personnel and maintained 100% compliance with governing policies and regulations supporting the base security team with overseeing \$50M+ of physical assets on station.

### OPERATIONS SUPERVISOR

**Commander, Navy Region Southeast, Jacksonville, FL**

**Jun 2010 – Sep 2012**

Responsible for the collection of messages and security assessment throughout 16 installations during four U.S. Fleet Forces and CONUS wide exercises. Enable war fighter readiness by providing quality facilities and services to 16 installations representing over 100,000 Sailors and civilians, with a budget authority in excess of \$1.9 billion annually.

- Supervised and trained personnel operating radar and associated electronic equipment, plotting displaying information, operating radiotelephones, and log keeping.

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- Oversaw collection and dissemination of 300+ naval message traffic to key stakeholders, bolstering operational readiness.
- Elevated information collected by radar and appropriately disseminated to leadership.
- Performed routine preventive maintenance on all radar and equipment.
- Coordinated and conducted 20+ general and professionalism training.
- Established Adopt-a Mile Program.
- Use computers for various applications, such as information input and management.
- Plan, organize, and execute logistics support activities for six U.S. Naval battle-groups.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Stay informed of logistics technology advances and apply appropriate technology to improve logistics processes.

### **WORK CENTER SUPERVISOR**

**Maritime Patrol and Reconnaissance - Sea, Operations, Detachment,  
Jacksonville, FL**

**Aug 2005 – May 2010**

Responsible for building aircrew briefs, executing tactical operations and monitoring communicating suites in support of unit objectives, coordination, training, and safety of flight.

- Provided operational support to U.S. Europe and Africa Commands in support of Counter Narcoterrorism Operations in the Caribbean, Eastern Pacific, and Latin America, expropriating over 57,000 kilos of illicit drugs.
- Supervised two tactical watch teams of three personnel in preparing critical missions briefs for pilots who safely executed 145 missions.
- Supervised four personnel in the completion of a \$600,000 rehabilitation project two months ahead of schedule.
- Prepared 37 personnel country clearance messages for three different commands and coordinated shipping of \$20,000 in equipment and supplies to forward operating units.
- Responsible for training personnel two months ahead of schedule, increasing productivity by 20%.

### **LEAD OPERATIONS SPECIALIST**

**Fleet Area Control and Surveillance Facilities, Jacksonville, FL**

**Jan 2004 – Jul 2005**

Responsible for the scheduling and controlling of offshore fleet operating areas, military special use airspace, and land, target, and electronic warfare missions.

- Organized over 21,000 events for Department of Defense units in the Jacksonville area.

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- Choreographed 8 NASA events, 3 Chiefs of Naval Air Trainings, 2 Joint Task Force Exercises, 194 Gunnery Exercises, 4 Northern Right Whale Fusion center.
- Documented, processed, and disseminated 200 Northern Right Whales sighting reports to Federal, State, and Local Agencies, aiding in the preservation of the endangered species.
- Supervised and trained personnel in operating radar and associated electronic equipment, plotting display information, operating radiotelephones, and log keeping.

### **OPERATIONS SPECIALIST**

**USS INCHON (MCS-12), Corpus Christi, TX**

**Nov 2001 – Oct 2003**

- Responsible for the operation and maintenance of the Combat Information Center.
- Assisted Security Manager with verifying security clearances and maintaining personnel check-in and out process.
- Solved maneuvering board problems for course, speed, closest point of approach, true wind, and desired wind.
- Elevated information collected by radar and appropriately disseminated it.

### **COMPUTER PROFICIENCY**

Microsoft Office Suite (to include SharePoint, Teams) | Navy Standard Integrated Personnel System (NSIPS) | Navy Enterprise Resource Planning Program (ERP) | Correspondence and Task Management System (CATMS) | Enterprise Task Management Software Solution/Task Management System (ETMS2/TMT) | Defense Travel System (DTS) | Video Teleconferencing (VTC) | Database Manager for DON personnel systems such as: Navy Officer Manpower and Enlisted Service Verification, Billet Based Distribution (BBD), Officer Distribution Control Report (ODCR), Fleet Training, Management and Planning System (FLT MPS), Transaction Online Processing System (TOPS)

### **EDUCATION**

Bachelor of Science, Human Resource Management, University of Maryland Global University | 2021  
Minor (Degree), Business Administration, University of Maryland Global University | 2021

### **CERTIFICATIONS / SCHOOLS**

- United States Department of Labor, Administrative Services Manager Certification | 2022
- Certified Lean Six Sigma Yellow Belt (ICyb) | 2022
- United States Department of Labor, Legal Secretary | 2021
- Command Legal Clerk, Department of the Navy | 2015
- Command Financial Specialists, Department of the Navy | 2014

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### **TRAINING**

- Project Business Financial Manager, Department of the Navy Web Base Training | 2022
- Project Manager, Department of the Navy Web Base Training | 2022
- Purchase Requisitioning, Department of the Navy Web Base Training | 2022
- DMS Procurement, Department of the Navy Web Base Training | 2022
- Navy ERP Overview Navigation Reporting and ESS, Department of the Navy Web Base Training | 2022
- Buyer P Card, Department of the Navy Web Base Training | 2022