



Teena C. Wyatt

Executive Assistant/Administrative Coordinator

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Teena is an executive assistant/administrative coordinator for the Medical University of South Carolina, Department of Neurosurgery. She has more than 25 years of experience as an administrative professional, providing support to senior level executives in the medical field.

Experience

- Provided comprehensive administrative support to senior level executives, including maintaining calendars, planning travel and managing expenses.
- Planned and coordinated global executive meetings, conferences and teleconferences.
- Served as a recruiting coordinator, assisting in HR recruiting and hiring procedures and practices.
- Has thorough knowledge of Microsoft Office suites.

Memberships/Licenses

- Member of International Associate of Administrative Professionals (IAAP)
- Notary Public South Carolina

Fun Facts

- I am a proud mother of two sons, Justin and Cory
- I have a passion for Hockey and youth sports