


To: Lesley Groff[
From: Jennifer Andia
Sent: Tue 5/7/2019 5:39:33 PM
Subject: RE: phone call coordination

Ok, thanks again for your help!

JENNIFER ANDIA

EXECUTIVE ASSISTANT

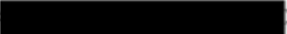

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ARCHITECTURE



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CONFIDENTIALITY

From: Lesley Groff < >
Sent: Tuesday, May 7, 2019 1:16 PM
To: Jennifer Andia < >
Subject: Re: phone call coordination

nah.....but thanks ;)

On May 7, 2019, at 1:14 PM, Jennifer Andia < > wrote:

Do you need for me to send you a calendar invite? Thanks

JENNIFER ANDIA

EXECUTIVE ASSISTANT

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From: Lesley Groff <[REDACTED]>
Sent: Tuesday, May 7, 2019 1:10 PM
To: Jennifer Andia <[REDACTED]>
Subject: Re: phone call coordination

yes! will do. thanks

On May 7, 2019, at 12:51 PM, Jennifer Andia
[REDACTED] wrote:

Wonderful, the call is confirmed for this afternoon at 3pm EDT. Is it possible for Jeffrey to please dial our office for the call: [REDACTED]
[REDACTED]?

Thank you

JENNIFER ANDIA

EXECUTIVE ASSISTANT

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From: Lesley Groff <[REDACTED]>
Sent: Tuesday, May 7, 2019 12:48 PM
To: Jennifer Andia [REDACTED]
Subject: Re: phone call coordination

Great...how about today at 3pm!? Could you provide a number we should call Chad on?

On May 7, 2019, at 12:43 PM, Jennifer Andia
[REDACTED] wrote:

Hi Lesley,

Thank you so much for getting back to me.

Chad could be available this afternoon after 3pm or sometime tomorrow. Please let me know when works best for Jeffrey.

Thanks!

JENNIFER ANDIA
EXECUTIVE ASSISTANT
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[REDACTED]
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From: Lesley Groff <[REDACTED]>
Sent: Tuesday, May 7, 2019 10:13 AM
To: Jennifer Andia <[REDACTED]>
Subject: Re: phone call coordination

...if tomorrow is better, just let me know!

On May 6, 2019, at 5:25 PM, Jennifer Andia
<[REDACTED]> wrote:

Dear Lesley,

I hope this email finds you well.

Chad would like to catch up with Jeffrey via the phone. If possible, could you please let me know if he has availability in his calendar, and when is convenient?

Kind regards

JENNIFER ANDIA
EXECUTIVE ASSISTANT
OPPENHEIM

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