
From: [REDACTED] <[REDACTED]>
Sent: Thursday, September 20, 2012 3:16 PM
To: [REDACTED]

I feel after 11 years of being a traveling assistant, it's time to redefine my role. =t's good for you if I continue to travel since I'm really good at it from =oing it so long, but for me, that aspect of things is no longer a challenge and =s not allowing me to grow in other areas.

I believe the past 6 months have been a good introduction/test period for how things =an be structured going forward. I would like to step out of the traveling =ssistant role and be more of a managing figure for the future traveling =ssistants ([REDACTED]), for NY and PB staff, and to handle any household/personal =ojects for you from which I can take care of from NY or from afar. I can help =rain, manage, oversee the other girls who will travel with you. I feel this =as worked out relatively well in the past 6 months, except for your last =alifornia trip in August. I believe all of your travels to your own homes in the past 6 =onths have gone smoothly as far as I have heard. I understand you weren't =appy with the last San Fran trip with [REDACTED] Karyna and [REDACTED]. I wasn't there, =o don't understand what exactly happened, but the only way for these trips to go smoothly in the future with someone other than me is for them to keep =oing these trips on a consistent basis. I believe [REDACTED] has a great handle on =hat needs to be done on these trips and we can start training [REDACTED] to have more responsibility if you want her to take on this type of roll. I can put =ogether a manual for travel for different circumstances; your homes, domestic destinations, foreign countries, etc. Everything they need to think =bout, be aware of, be prepared for, and of course I am always available to help =uide them anytime.

Considering the timing of the upcoming Paris/Africa trip, since I already won't be =oing on this trip, I propose to continue on as we have the past few months and =egin right away with [REDACTED] [REDACTED] as the main traveling assistants. =o:p>

I very much want to grow as a =erson, to challenge myself and accomplish something on my own. This will allow me to devote some time to focusing on some personal endeavors such as a home accessories line, back gammon boards, The Style =kinny book with Kathryn, etc. while still being an asset to you. =o:p>

[REDACTED] responsibilities will include:

Manage =Y and PB staff

Handle any house projects; =nterior design, photoshop and printing photographs, Sourcing and purchasing items for houses

Sourcing and purchasing JE personal items, gifts to =thers from JE..

Manage NY guest apts at 301

Study and become a NY notary

Take care of any research/sourcing projects

Help organize all travel; book flights, cars, =rganize staff, chef, and others traveling with you

Flower arrangements for =1st

[REDACTED] responsibilities will include:

Being =our main travel assistant

Looking after your =personal and immediate needs

Helping with 301 =pts when needed(until we get a proper person to clean; currently [REDACTED] has been handling arranging cleaning =ervices, getting laundry to and from cleaners, etc)

Make =ravel arrangements, book tickets, cars, etc..

Printing photos

Shopping, =unning errands...

[REDACTED] =esponsibilities will include:

Being a =ravel assistant

She can be very helpful in =aris since she can speak French

Looking after =our personal and immediate needs; she is proving to be very good at this (facials, exercise, ginger drink, =etc..)

Helping with errands in NY

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