

# ANNA PARKER

MIAMI BEACH, FLORIDA

## PROFESSIONAL SKILLS

Estate Management, Accounting and Finance, Events Coordination, Verbal and Written Communication and Negotiation Skills, Organized, Detail Oriented, Energetic, Available for Travel

## EXPERIENCE

*Personal Assistant to Owner and Wife of Hedge Fund*  
New York, March 2009 – October 2010

- Acted as representative/liason for employer to manage [REDACTED] homes, included direct supervision of household staff.
- Scheduled construction, renovation, repairs, and interior design projects working with designers, vendors, and contractors. Negotiated estimates and ensured work was completed timely and within budget
- Maintained contracts for HVAC, landscaping, pest control, pool, tennis courts, watercraft, and putting greens.
- Prepared daily update reports to keep property owner informed on project status for all homes and implemented daily house sign in log to track vendors on property.
- Purchased and managed vehicles, including insurance and registration, maintenance and mileage log.
- Oversaw opening and closing of homes at beginning and end of seasons.
- Inventoried valuables (art, silver, antiques, wine) and implemented computer software program to track items.
- Managed art and antique collection, handled purchases, sales, shipping, insurance, and inventory; worked closely with galleries, auction houses, and specialists.
- Compiled Standard Operating Books to include house rules, information sheets, contact lists and cleaning instructions.
- Ordered household supplies and owners personal items via internet for delivery to each home.
- Coordinated private air travel and created travel itineraries for all international and domestic trips.

*Personal Assistant to Chairman of [REDACTED]*  
New York, February 2008 – March 2009

- Managed art collection including purchases and sales, which required close work and visits with auction houses, art galleries, and visits to TEFAF.
- Work required accompanying Chairman on extensive international travel to Europe, Mexico, and Brazil.
- Coordinated all international travel schedules with crews for corporate private aircraft and yacht.

*Personal Assistant to CEO of [REDACTED]*  
New York, September 2005 – February 2008

- Hired and managed all office administrative staff and household staff for two private New York residences.
- Oversaw maintenance and repairs for homes.
- Maintained personal files including property management records and contracts, vehicle records, medical insurance records, and personal receipts.
- Performed all personal finance and bookkeeping, including collection of receipts, approval of invoices, bill payment, personal banking, expense reports and tax preparation with accountant.
- Coordinated domestic and international travel, including scheduling commercial and private aircrafts.
- Purchased vehicle and managed insurance, registration, and trained driver on vehicle computer system.
- Managed inventory, insurance, and storage of extensive art and antique collection.

## OTHER EXPERIENCE

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*Manager of [REDACTED] – Interior Design Firm, Tennessee, August 2004 – August 2005*

*Event Planner for Non -Profits, Tennessee, September 2002 – August 2004*

*Freelance Accountant, Tennessee, July 1997 – August 2002*

## EDUCATION

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[REDACTED]  
Minor

[REDACTED] Major, [REDACTED]

## COMPUTER PROFICIENCY

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MAC, Windows, Microsoft Office, QuickBooks, ArtSystems Collections, Blackberry & iPhone proficiency

## REFERENCES AND NAMES OF EMPLOYERS FURNISHED UPON REQUEST