


SUMMARY OF QUALIFICATIONS:

A highly dedicated, resourceful and organized Executive/Personal Assistant with extensive Estate Management experience. Over 15 years of experience in both residential and corporate office environments. Trusted aid for high net worth, CEO Level, multi-residence families with the proven ability to make decisions with discretion and good judgment. Accustomed to handling privileged and confidential information enabling busy Executives to achieve better time management. Polished, wearer of many hats with the ability to work alone, a team player, or as a team leader. California Real Estate Sales Licensee and Notary Public.

PROFESSIONAL EXPERIENCE:



Manage daily appointments and scheduling of yearly calendar for the family of 5, including 3 children. Research, schedule and arrange all travel arrangements and prepare itineraries. Provide special event ideas and oversee event coordination at the residence. Perform as a supervisory liaison between the homeowners, house guests and outside contractors.

- Hired, trained, and supervise estate staff of 10, including negotiation of employee contracts.
- Implemented strategic reporting of estate matters, including household manuals covering maintenance schedules, inventory, appraisals and insurance documents.
- Revamped reconciliation and accounting of employee expenses, petty cash and credit card accounts.



Communicate directly with clients on behalf of the CEO for this registered investment advisory firm. Coordinate business on client's behalf with brokers, banks, note underwriters, accountants and legal counsel.

- Attributed to a 200% increase of revenue within the first two years of employment by enabling the President to be regularly out of the office to promote the business.
- Created and managed corporate files in compliance with The Securities and Exchange Commission.
- Responsible for all daily office management duties.



Key contact for all business and personal communications for this high profile, high net worth Entrepreneur. Maintain all scheduling and appointments. Organize special events and dinner parties, including invitations, menus and outside contractors. Arrange for the purchasing, delivery and restoration of furniture, antiques and art for the estates. Act as an authoritative liaison with auction houses.

- Recruited, managed and coordinated a staff of approximately 40 people for 7 personal estates worldwide, including executing background checks and confidentiality agreements.
- Implemented maintenance schedules and coordinated special projects of the estates.
- Manage 11 corporate apartments, including guest arrivals.

References available upon request.