

LESLEY GROFF

Cell Phone: [REDACTED]

E-Mail: [REDACTED]

PROFILE:

Seasoned, Polished Executive/Personal Assistant with dedicated longevity of 10 years plus to a Manhattan Billionaire Fund Manager/Socialite with excellent communication skills and a professional demeanor.

OBJECTIVE:

To obtain an Executive/Personal Assistant position to support high profile, fast paced "C" Level Executive.

PROFESSIONAL EXPERIENCE:

Executive/Personal Assistant to Manhattan Billionaire Fund Manager/Socialite
Feb.2001-Present

New York, New York

- Manage all day to-day affairs, which include heavy calendaring with Outlook management, scheduling, conference calls, coordinate complex domestic and international travel via private and commercial aviation, transportation and accommodations.
- Act as gatekeeper, screen, route and handle all telephone calls, emails, and texts, heavy interaction with high level associates, financiers, government officials, royalty, socialites, models, actors, Pulitzer prize winners, Presidential candidates, former Prime Ministers, Members of Parliament, Scientists, Academics from around the world- capable of using discretion and conducting myself in a highly professional manner.
- Manage employers 10 guest apartments, coordinating travel of guests, scheduling maids, food, up keep of maintenance, cable and Internet services.
- Supervise and coordinate all household staff, engineer, drivers, pilots, bodyguard, trainer, controller, contractors and interior decorators at all households: Manhattan, Palm Beach, Santa Fe, Paris and a private island in the Caribbean. Liaison between accountants, attorneys, traders. Assist and provide support to in-house attorney.
- Anticipate, plan, follow-up and organize breakfast and lunch meetings, dinner parties, cocktail hours and afternoon teas.
- Maintain confidential office and personal files, prepare and write correspondence; thank you notes; order office supplies; database management; run personal errands; buy gifts; expense reports, Blackberry savvy, conduct internet research, track flight logs, bid at Sotheby's and Christie's.
- Ability to source vast network of PA's and contacts to locate the best of everything.

Village Office Supply-Owner
May1990-Feb. 2001

Bridgewater, NJ

- Facilitated the growth of a commercial office supply company from its infancy to over \$24 million, functioning in every capacity required to develop a new business.
- Managed and nurtured over 3,000 accounts. Directly served as primary account representative to 40 key accounts.
- Recruited, hired, trained and supervised 25 customer service and sales reps, responsible for their performance and evaluations
- Marketed our service and sold over one million different office, janitorial and stationary supplies to existing and prospective clients.
- Resolved customer complaints with professionalism and a positive attitude.

EDUCATION:

University of Texas at Dallas 1990
University of London- Summer 1987

BA of Liberal Arts
British Art History

SKILLS: Microsoft Word, Outlook

INTERESTS: Fitness, Travel, Family

