

**From:** "jeffrey E." <jeevacation@gmail.com>

**To:** [REDACTED] >

**Subject:** Re: Possible Assistant Candidate

**Date:** Thu, 28 Aug 2014 16:33:54 +0000

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Yes

On Thursday, August 28, 2014, [REDACTED] > wrote:

Catalina Closs ("Cat")

Rich and I met with a possible traveling assistant candidate for you. Catalina Closs ("Cat")

Her resume looks good as she has worked as a flight attendant, private jet attendant and as an administrative assistant, managed calendars and had to keep track of others and how they were progressing in their tasks etc...

-She was a **flight attendant** with United for 4 years (2000-2004) then worked as a **private jet attendant** with Polygon out of Westchester for high net worth individuals.

-She LOVES to travel.

-She LOVES Bikram Yoga.

-She knows NY and lives in NY.

-She has dual citizenship (Spain/US)

-She has an EU Passport

-She has conversational French (her husband is French...he is a chef...he has been in Bridgehamton all summer working as a head chef)

-She is fluent in Spanish

-She is pretty, around 32-35 age range, has an open mind

-She has personality and maturity

-She knows Photoshop & Illustrator, Word, Excel, Powerpoint, Outlook

Rich and I both liked her...Possible negative is she has not remained in any job for an extended amount of time ...we asked her about this and she had a reason for each exit. (ie: one year contract, temp job, company went bankrupt)

Please let me know if you would like to see her when you are in NY week of Sept. 7<sup>th</sup>.

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CATALINA CLOSS

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■ KANTAR MEDIA INTELLIGENCE, New York, NY **Media Sales Assistant** to President & CEO

mobile [REDACTED] email: [REDACTED]

5/2013 - 3/2014

- Weekly Digital & Print Sale Reporting along with researching market trends & data analytics
- Collaborated with Research and Development for promotional materials and pricing strategies.
- Directed test market process for two new products, including critical feedback to product teams
- Processed & expedited client contract agreements, proposals & renewals
- Implemented the use of software to track customer needs and increase sales forecasting capability.

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■ BLACKSTONE GROUP, New York, NY **Marketing Assistant** to Vice President & Senior Director

- Prepared international & domestic travel agendas and itineraries ! - Composed, drafted & proposals, and confidentiality agreements

■ OMERS PRIVATE EQUITY- New York, NY **Research Assistant** to CEO & Managing Directors

- Calendar & travel management
- Company profiling & maintaining contact data base ! - Recorded & sorted research data records for analysis

■ ZAMIR EQUITIES, New York, NY  
**Property Management Assistant** to President & CFO

- Managed proposals & lease renewals
- Organized building management meetings & accounts receivables

- Researched company portfolios with analysis and stock comparison !

■ GARAN APPAREL Inc. New York, NY **Executive Sales Assistant** to President & CFO

- Managed & scheduled professional and personal calendars
- Coordinated special events, travel arrangements, agendas and itineraries - Collaborated with departmental managers on weekly sales reporting

- Hunter College New York, NY A.A., Business Management
- Expert in Word, Excel, PowerPoint, Outlook, Google Analytics, Photoshop & Illustrator ▪ Fluent in Spanish

2/2013 – 4/2013

7/2012- 1/2013

1/2011 – 5/2012

4/2009 – 3/2010

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please note

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