

Highly organized; efficient, effective problem solver; creative, honest, reliable, loyal and discreet.

EXPERIENCE

Estate/Property Manager and Family Assistant

Private Family, New York, NY– October 2005 to present

- Manage day-to-day maintenance and operation of multiple residences for high net-worth New York City based family, including one oceanfront and one lakefront residence.
- Coordinate household and personal projects, business and personal calendars.
- Oversee remodeling, construction and interior design projects.
- Ongoing and recent projects include:
 - For seven-bedroom lakefront Maine home: Updating of kitchen and baths, electrical and phone systems, installation of new water heating system, retaining wall and French drainage.
 - Gut remodel of smaller New York City one-bedroom apartment into office/residence.
 - Gut remodel of Aspen vacation home: replacement of all windows, new baths, four fireplaces and installation of commercial grade kitchen. The project maximized mountain views without compromising thermal integrity and complied with stringent zoning issues for thermal loss, particulate emissions from fireplaces, water conservation and structural concerns.
 - Complete updating of interior design of five-bedroom Florida oceanfront home.
- Develop programs for capital improvements and maintenance for all properties.
- Oversee household staffs and individual property managers.
- Make travel arrangements, plan and execute special events and dinners as needed.

Marketing and Promotions Manager

Tennis Magazine, New York, NY– March 2002 to October 2005

- Developed signature promotional events keyed to New York City and national tournaments.
- Created and implemented strategies for marketing.
- Managed marketing budgets.
- Developed and authored RFP's for client/agency presentations.
- Participated in trade shows and promotional events.
- Oversaw public relations functions, partnerships/alliances.

Vice President of Research and Production – Online Event/Media Resource

[REDACTED], New York, NY – December 1999 to December 2001

- Founding Vice President of [REDACTED], a corporate event resource website.
- Researched and managed editorial content utilizing personal database of more than 3,000 resources to seed the website.
- Managed website launch team.
- Managed a staff of ten research consultants nationwide.

Senior Event Supervisor – Investment Banking Event Marketing Department

PaineWebber (UBS), New York/New Jersey – December 1996 to December 1999

- Designed, managed and produced corporate meetings and events worldwide.
- Implemented recognition programs, sporting events and outings, concerts and traveling exhibitions.
- Worked with senior management in the development of business unit campaigns.
- Coordinated international, national, regional and departmental meetings.

Event Supervisor, Director of Operations, Crew Manager – Floral/Event Company

Robert Isabell, Inc., New York, NY – January 1993 to June 1995

- Oversaw daily operations of events for New York's premier floral, event and décor company
- Budget management and proposal writing.
- Daily contact with clients and event planners.

EDUCATION

University of Arizona, Tucson, AZ – BA, Speech Communications/Marketing