

**Career History**

**Bashan Holdings** (family office - NY/NJ, Florida, Israel)

**2011-2016**

Chief of Staff/Chief Executive Assistant

- Managed business and personal affairs for a family of international investors
- Analyzed operations and developed systems to increase efficiency
- Coordinated complex business and personal travel arrangements
- Traveled frequently to oversee operations and often worked remotely
- Participated in decision-making regarding employee compensation packages
- Hired and supervised training of new household staff
- Managed all domestic properties and oversaw maintenance and repairs
- Developed relationships with charitable organizations
- Created global online accounting system to coordinate US and Israeli operations

**Consultant**

**2008-present**

Operational consultant for businesses and foundations. Previous projects include:

*Pomona Capital (private equity firm - New York City, NY)*

- Became Executive Assistant to the CEO on an emergency basis when his assistant abruptly quit
- Conducted forensic research to determine what projects were unfinished
- Worked directly with the CEO to design efficient systems for a smooth transition to his next permanent assistant

*Rights Equal Rights (non-profit - Los Angeles, CA)*

- Worked with a non-profit to investigate financial misconduct of a major national lobby group
- Testified in front of the Maine Ethics Commission and the Iowa Ethics Commission

*CB Design (design firm - Los Angeles, CA)*

- Project manager to oversee installation of complex restaurant designs
- Set-up social media presence to increase reach of business

*Lillian Jean Kaplan Foundation (non-profit - Israel and Florida)*

- Developed relationships with charitable organizations in order to make recommendations for future donations
- Liaised with international security team to ensure appropriate non-invasive protection for philanthropic family

*Investigative Project on Terrorism (think tank - Washington, DC)*

- Directed a staff of 15 researchers, journalists, and archivists in order to uncover exclusive information for the purpose of publication
- Doubled the output of publications in first month
- Conducted investigative research in order to obtain new information
- Attended conferences and lectures for networking and donor leads

**Somerset Partners, LLC** (private equity firm - New York City, NY)

**2006-2008**

Chief of Staff

- Managed/trained staff of a billion dollar private equity firm focused in real estate
- Extensive domestic and international travel coordination including ground, hotel, commercial and private flights
- Point person for all corporate and personal affairs for three partners
- Coordinated projects between household and corporate staff
- Primary liaison between vendors, media contacts, investors, etc

**Xcel Enterprises** (distributor - Lodi, New Jersey)

**1996-2004**

Sales Manager & Office Coordinator

- Coordinated sales staff and directed sales meetings
- Prepared monthly, quarterly, and annual tax forms
- Generated payroll and reports
- Recruited and trained new staff to meet business expansion

## **Education**

**Columbia University - Bachelor of Arts**

**2005**

Literature and Creative Writing with a focus in Environmental Science and Economics

**Columbia University Biosphere 2 Center**

summer **2003**

Worked with a team to determine biodiversity in endangered riparian zones of southern Arizona and northern Mexico

## **Scholastic Achievements & Activities**

Dean's List

General Studies Academic Scholarship

NNJ Mensa Scholarship

Sturgis Wilson Award

Association Scholarship

Mensa Member

## **Travel**

Israel, Turkey, Sweden, Denmark, Norway, Switzerland, Albania, Macedonia, India, Montenegro, Kosovo, Germany, Portugal, Poland, France, Austria, Italy, Hungary, Australia, Costa Rica, Mexico, Canada, Dominican Republic, St. Maarten, St. Croix

## **Summary of Qualifications**

PC/MAC proficient: Microsoft Word, Excel, expert-level in QuickBooks, iPhone, BlackBerry, Outlook and Internet savvy. Exceptionally well-organized, highly resourceful and pays exact attention to detail. A strong gatekeeper, able to anticipate needs and solutions oriented. Able to manage multiple priorities in a demanding, ever-changing environment, exceptional interpersonal and communication skills and thick-skinned. Remains calm even under the most adverse conditions. Excels at all forms of research. Advanced social media skills using Facebook, Twitter, Instagram, and YouTube. Extensive background in published articles and photographs.