



Real Estate and Entrepreneurial Experience



Start-up wellness company, New York, NY

- Established and developed legally binding business relationships with hotels, residential buildings, and a boutique.
- Developed tailored menu of services specific to each location.
- Hired fitness and holistic health professionals.
- Organized and oversaw staff training.
- Oversaw company operation maintaining positive customer feedback.



Coldwell Banker Hunt Kennedy, New York, NY

- Completed intensive 4 week training program.
- Utilized various marketing strategies to attain clients.
- Held open house inspections.

Marketing and Management Experience



The Spa at Equinox, New York, NY

- Hosted events, utilized email campaigns, and was on top of personal follow-up which led to a boost in revenue by 30%.
- Managed staff performance, providing guidance regarding sales strategies in group and one on one meetings.
- Leveraged outstanding customer service to build and maintain solid relationships with clients.
- Designed layout and decor of treatment rooms.



Ophthalmologist, New York, NY

- Oversaw scheduling appointments for 60-80 patients a day with seeing that their questions were answered and that they were well taken care of and made comfortable.
- Oversaw office operations and procedures such as preparation of payroll, information management/filing systems, requisition of supplies and other clerical services.
- Responsible for handling HR issues and employee problem resolutions.
- Responsible for the Doctor's calendar management and travel arrangements.



New York, NY

- Managed all fiscal aspects and marketed services via brochures, email campaigns, online advertisements and through networking.
- Maintained close relationships with upper east side clients having catered to them for many years.

Education



