

EXPERIENCE

I provide executive support in operations, faculty recruitment from the U.S. and Europe to Abu Dhabi, and promote the university to the local community

- Managing relocation of division to new offices: set-up of IT, furniture, security, and office logistics
- Coordinating operational issues relating to facilities management, IT, and security
- Supervising events: speakers, guest lists, invitations, catering, security, and audio / visual
- Cooperating with other departments in determining and implementing the most efficient means of communication (social media, intranet, email)
- Organizing detailed travel- and entertainment itineraries for visiting faculty candidates
- Calendar management and travel arrangements

I provided a full range of leadership-support functions to COO including exceptional discretion, confident communication skills and a capacity for resourceful initiative in a team context

- Prepared monthly reports for shareholders: information and research reports regarding initiatives, administrative and operational matters
- Represented COO in meetings
- Organized recruitment weekends in Abu Dhabi for prospective students. Included: material, activities, transport, hotels, catering, security, visas etc. for 90 - 150 people flying in from all over the world
- Liaised between the office of the COO and management, overseas offices, and 6 senior directors reporting to the COO
- Managed calendar, contacts and database information, and arranged travel

Supported executives in financial advisory transactions: company acquisitions and capital raising. Carried out extensive due diligence, prepared key transaction materials including valuation analyses, detailed offering memoranda, and management presentations

FAMILY OFFICE, New York, USA

A family office managing its own assets and advising other Ultra High Net Worth Individuals

Executive Personal Assistant to Financier / Entrepreneur

2002 – 2006

I provided full range support in both business and personal aspects of Financier's life with access to highly confidential information and practiced exceptional discretion and professionalism

- Managed close relationships with other Ultra High Net Worth Individuals, business tycoons, media moguls, politicians, royalty, and Nobel Prize-winning scientists
- Operation of residences: Five estates, a private island, and an apartment building on two continents. General oversight and coordination of household activities and requirements
- Asset management: Coordinated vehicles, aircrafts, helicopters, antiques, and other personal assets
- Staff management: Coordinated household staff, pilots, contractors, and suppliers
- Organized philanthropic giving and managed schedule, personal appointments and events
- Coordinated activities related to personal purchasing and related research

- Valued companies and M&A transactions using Discounted Cash Flow models and comparable companies- and transaction analysis
- Researched and analyzed industries to identify potential strategic and financial buyers and possible M&A opportunities in wireless, software and manufacturing industries

- Created Discounted Cash Flow models and performed due diligence



- Prepared pitch books targeting real estate companies

EDUCATION



Master of Business Administration (Specialization in Finance and Accounting)

