

Presentation of

Telephone:

E-Mail:

EXPERIENCE

10/2012-7/2013 Bull & Bears LLC owner Michael Jordan

Owner Representative-Main Residence Construction

- Adapt to a busy, complex schedule
- Oversight the construction of main residence
- Schedule and coordinate with General Contractor and all subcontractors
- Collaborate with Designers and Architect
- Manage all IT and smart home installations
- Maintain all interior and exterior of the home
- Manage permanent employees and additional temporary staff as-needed
- Collaborate with the family office, security, and domestic staff
- Perform personal assistant duties
- Engage and manage vendors, negotiate contracts, and manage service quality
- Manage all bookkeeping and monthly expenses
- Event and party planning
- Maintain high service levels and 'guest-readiness'
- Manage vehicles to be serviced, tags, insurance, sunpass, inspections and trade ins
- Drive vehicles and motorcycles to and from storage facility
- Maintain warehouse with all additional vehicles and Motorcycles and transported when needed
- Run errands as needed
- Drive family, friends, and houseguests to/from airport and drop off Vehicles at Airport for owners

4/2010 – 6/2012 Victor Vargas owner Banco Occidental

Estate Manager Personal Assistant

- Oversight of construction of two residences in in Palm Beach, FL and Manhattan, NY

- Coordinate all correspondence between Architects, Designers and Principals
- Coordinate all meetings between Principals and Designs staff
- Generate billing breakdown for principal as well as balance payments received
- Coordinate and manage all staff, outside vendors and sub-contractors
- Coordinate day labors when needed
- Placed and managed all estate staff, outside vendors and sub-contractors
- Manage all smart home technology
- Maintain books, accounts payable and accounts receivable
- Maintain time cards, staff vacation hours and time off
- In charge of the interior training, silver service, table setting, flower arrangements, supervise all housekeeping, food service, owner and guest laundry and general maintenance of the estate interior
- Implemented five star and silver service for all meetings, private gatherings and family meals
- Arrange domestic and in house meeting, events, guests, lunches and dinners
- Maintain business and personal schedule/calendar of events and family schedule/appointments
- Coordinate and prepare for arrivals of owners at various residences and yachts
- Provide personal/business clerical support, accounts receivable and payable
- Manage all bookkeeping, budgeting and monthly expenditures
- Correspond and coordinate with business offices in US and abroad
- Track and inventory personal luggage and wardrobe before-after travel
- Make arrangements with pilots, chauffeured car pick-ups and general travel requirements
- Coordinate travel arrangements for staff traveling to other residences or yachts
- Schedule and oversee all residences weekly contractor maintenances
- Correspond to invitation acceptances or declinations
- Schedule and confirm all appointments with doctor, trainer and massage therapist
- Prepare and draft confidentiality agreements for potential contractors and/or employees
- Write all house manuals, smart home instructions and job descriptions

9/2009-3/2010 "Project Darius" 360 Ft Yacht Prince of Dubai Bremen, Germany

Freelance Chief Stewardess

- Travel abroad to interview and meet with potential staff and crew
- Placed, managed and trained all interior yacht Staff
- Oversee and managed all outside vendors, contractors and day workers
- Train all new crew in five star, silver service and etiquette
- Coordinate walk through with owners for project progress
- Make arrangements with pilots, chauffeured car pick-up and general travel requirements for owners' visits
- Meet with and direct designers and yacht builders
- Provide personal and business support to owners via e-mail and telephone
- Correspond and coordinate with business offices in Dubai, Canada and abroad
- Track and inventory all art, china, yacht décor and yacht supplies
- Prepare and draft confidentiality agreements for potential contractors and/or employees
- Manage all expenditures and budgets for chefs, stewardess and all interior purchases

10/2007–8/2009 William Haseltine Foundation for Sciences; Washington, DC

Executive Associate to the CEO-Dr. William A. Haseltine Ph.D. Genome Scientist

- Provide support and work in conjunction with Haseltine Foundation DC/NY/India and Haseltine Partners
- Screen telephone calls, e-mails, correspondence and mail received to DC/NY foundation/partners and two private estates
- Maintain calendars, appointments, speaking engagements, board meeting and foundation events
- Coordinate all travel flights, hotels, vehicles and overseas meeting, venues and appointments
- Provide logistical support for domestic and international meetings, conferences, seminars, speaking engagements and phone conferences
- Coordinate and facilitate in house business meetings and all reservations for special guests, visiting DC/NY
- Coordinate fundraisers and special Foundation Galas hosting up to 170 people
- Acquire passport and visa requirements for CEO as well as friends and family
- Develop and maintain good working relationship with US and India counter part staff and resident research doctors as well as estates staff
- Prepare weekly reports and updates for foundation. General expenditures for tax accountants, donations and expensed funding
- Maintain bookkeeping, accounting, and sub-contractor billing for DC/NY estates as well as staff hours, timecards and paychecks
- Develop, maintain and implement budgets and guidelines for foundations and for the both DC/NY estates
- Prepare and track expenses incurred for all employees for each travel segment, speaking engagement and foundation business travel
- Prepare follow-up correspondence to meetings, original for print literature submission, acknowledgement of donations received and/or disbursed
- Develop and maintain efficient filing and tracking system of all attendees and engagements of speaking, travel, galas and personal engagements for all three companies and DC/NY estates
- Monitor all progress of projects to ensure completion and implementation
- Document foundation, vendor and estate activity for end of day reports to CEO
- Managed remodel of new apartment in Manhattan, NY
- Oversaw General Contractor and sub-contractors
- Updated Principal on daily basis on construction progress
- Coordinated the moving of delicate art work and furniture into new Apartment
- Any and all other non-routine administrative duties as needed

10/2005–10/2007 Her Majesty Queen Noor of Jordan; Washington, DC

Executive Assistant/Estate Manager

- Provide personal and business support to principal
- Collaborated with foundation manager in maintaining schedules and calendar of events
- Liaison between foundation staff, estate staff, diplomats, ambassadors and politicians
- Make arrangements with chauffeured car pick-up and general travel requirements
- Assist in acquiring passport and dealt with visa issues for international diplomatic travel
- Correspond to invitation acceptances or declinations
- Arrange domestic in house meeting, events, guests, lunches and dinners

- Arrange off property lunches, dinners and general meetings making suggestions and reservations on locations
- Make and secure airport clearance, vehicle transportation arrangements and general security travel requirements
- Track-inventory personal luggage and wardrobe before and after travel
- Manage and maintain budget for HM Personal estate as well as for HM personal expenditures
- Prepare and draft confidentiality agreements for all written and non-written media
- Schedule and maintain all appointments with doctor, trainer and massage therapist etc....
- Collaborated with overseas security personnel for family gatherings and meetings
- Placed and managed all estate staff, outside vendors and sub-contractors
- Implemented five star and silver service for all meetings, private gatherings and family meals

11/2004–8/2005 Mr. Alan Schwartz - CEO Bear Sterns; New York, NY
 Nancy Seaman - President Houlihan Lawrence Real Estate

Executive Assistant/Personal Assistant/Estate Manager

Assist the President & CEO with personal and business related matters

- Screen and announce all incoming calls on all four phone lines, two faxes and three e-mail accounts
- Assisted with correspondence for both executives from staffed home office
- Prepare for all in house meetings and business operations
- Create and maintain expense reports and budget record keeping for home office, petty cash, estate, private events and all incurred expenses
- Liaison for CEO with all incoming communication from members of the board, office executives and shareholders
- Maintain business schedule, personal schedule, calendar of events, family schedule and appointments
- Arrange lunches, dinners and impromptu meetings. Making suggestions and reservations on locations
- Schedule routine maintenance of both executives' personal vehicles and estate vehicles
- Drive, meet and pick up both executives as needed
- Some weekends nanny for 11yrs boy and 14yrs girl. Cook, drive, entertain and help with homework
- Provided with chauffeured car pick-up. Provided general communication with pilots and drivers
- Office coordination for staff on all business and personal travel requirements
- Prepare and draft confidentiality agreements for potential contractors and/or employees
- Scan, file and maintain analyst reports from investment banks and potential clients
- Searched for, selected all estate staff, implement silver service for all in house meeting and private meals

1998–2004 PRIVATE MOTOR YACHTS -- Med, South Pacific, South America, Europe

Purser/ First Mate/ Chief Stewardess/ Estate manager for the following:

Owners of Yachts:

- Paul Allen – Microsoft
- Mr. Cambata –Private Airports
- MR. Primm – Casinos
- Mr. Gannon – Restaurant Franchise Founder
- Mr. Barreth – Wales UK

Yacht Duties:

- Train and place all interior Stewardesses in Silver Service, Table Setting, Décor and detail Housekeeping
- Managed bookkeeping, balance monthly expenditure reports, inventory, daily activity, consumption logs and provisioning
- Coordinated with pilots, drivers, body guards, all principal or guest arrival, departure and land based activities
- Research, coordinate all land reservations and arrange of all land excursions or activities
- While under way, stand watch duties, boat handling, navigation, plotting courses, logging positions, keep vessel journal logs hourly and handle all lines and fenders on returns or pull-ins
- Charge of the interior training silver service, table setting, flower arrangements and general maintenance of the yacht's interior as well as exterior including but not limited to: maintenance of teak decks, fiberglass, tenders, and scuba gear.....
- Prepare and draft confidentiality agreements for potential contractors and/or employees
- Searched for, selected and trained all yachts crew. Implement confidential accountability as well as five star services
- Coordinate all business meeting, gatherings, events and business and vacation trips

SKILLS

- MAC & PC Quick Books, Microsoft Word, Excel, Power Point. Internet searches
- STCW Maritime Certifications
- Bookkeeping & Accounting
- Languages: Certified bilingual Spanish and English fluent and literal
- Schedule and Calendar management
- Public relations, customer service experience
- Party and Gala Planning
- Travel coordination and Planning
- Service to high profile individuals and wealthy principals