



28 June 2013

Dear Hiring Manager,

Please accept this letter as a formal inquiry and request for consideration for the recently posted position of Executive Assistant.

It would be a pleasure to explore the evolution of my career, clarify any transitions, and examine the experience and value I am able to bring to your organization. With little effort, one will find in me a deeply committed professional with a uniquely balanced foundation of administrative, operations, human resource, legal, financial and technical experience which was built, utilized and strengthened in fast-paced, demanding environments in progressively complex roles throughout my career.

The ideal role will allow me to tap into the wide array of exposure to support the c-suite executive and executive team. Having reached a point in my life where I may resume fully my career, and devote my every resource to provide seamless support to the executive, concise and efficient project management, and oversight of organizational operations.

Composed, polished, articulate and seasoned, a stalwart gatekeeper with the confidence and skill to communicate clearly with and on behalf of the executive, priority is placed on building rapport and liaising with priority individuals and family members, partners, internal executive teams, all levels of staff, various third-party advisors, prominent business leaders, political players, philanthropists, celebrity and their assistants.

If you would be so kind and contact me at your next opportunity, it would be a pleasure to discuss with you the very specific requirements of character and skill you believe is the key in creating a successful partnership between the Executive Assistant and the firm's Chief Executive.

Your time is very much appreciated; I look forward to hearing from you to coordinate a discussion about this opportunity.

Sincerely,

Niccole Dreiling

*Executive Administrative Professional*

EFTA01113468

# NICCOLE DREILING

EXECUTIVE ADMINISTRATIVE PROFESSIONAL

## OBJECTIVE

Actively seeking a long-term commitment to a C-level executive coinciding with proven experience, skills, demeanor & exposure.

## WORK EXPERIENCE

EFFECTUS CONCIERGE, NEW YORK, NY & HAMPTONS, NY

APRIL 2010 – PRESENT

EXECUTIVE ASSISTANT TO CEO, PROMINENT FAMILY CONCIERGE

- Assist retired CEO, active Board Chairman & philanthropist with executive personal assistance through retirement transition
- Oversight of office operations, multiple international residences; administering family foundations, trusts, financial reporting
- Manage always-evolving meeting, travel logistics, arrange conference calls, handle mail, email, calls, contacts, calendar
- Arrange speaking engagements, draft and prepare presentations, design digital cloud server for document archival
- Procure and maintain computers, office equipment, Mac OS network, data backup, phones, peripherals, software licensing
- Administer projects: renovations and install of tennis court, pools, furnishings, art, appliances, AV/technology
- Hire trade specialists, manage project timeline and punch-lists, ensured white-glove service, reviewed & paid invoices
- Analyze and revise insurance policies, compile comprehensive valuable articles and property portfolio; file and track claims
- Ensure weekend residences are impeccably prepared prior to arrival: stocked, landscaped, cleaned, maintenance, requests
- Bookkeeping, organizing office and personal space, expense reports, banking, bill payment, medical claims, record-keeping
- Event Planning for social and philanthropic events working closely with clientele to coordinate service providers and logistics
- Provide concierge services, book travel, plan events, personal shopping, send gifts, run errands, maintain residence supplies
- Marketing projects to include website and graphic design, marketing asset copy writing, SEO, social media, analytics
- On-call, temp executive assistant for CEO of hedge fund; contractual business development assistance at fin-tech start-up

HALCYON ASSET MANAGEMENT, NEW YORK, NY

AUGUST 2008 – FEBRUARY 2010

EXECUTIVE PERSONAL ASSISTANT TO MANAGING PARTNER/GENERAL COUNSEL - LEGAL ADMINISTRATOR

- Served Managing Principal / General Counsel with general executive and personal as well as legal and technical support
- Gatekeeper - triaging high volume of visitors, email, calls, meeting requests; managed calendar, contacts, correspondence
- Arranged private, commercial, domestic and international travel; hotels, ground service, prepared detailed itineraries
- Prepared expense reports, credit card reconciliation, reviewed invoices, managed petty cash, credit cards, corporate gift log
- Drafted and stored firm's most confidential documents: employment, termination, equity partner & investor agreements
- Analyzed firm's office administration and travel expenditures, recommend compliant policy revisions to reduce overhead
- Drafted, reviewed, revised legal documents: NDA, CA, PB, ISDA, MA, DDQ, side letters, investor and employment agreements
- Supported GC & CCO with due diligence, SEC exam, FSA audits, third-party auditor requests, litigation prep, legal research
- Assisted GC & CCO to prepare efficient and consistent processes for future SEC exams based on prior exam experience
- Assigned to firm downsizing: prepared termination agreements, transition packages, coordinated logistics for IT, HR, security
- Provided support to Chief Compliance Officer with executive, personal, technical, compliance assistance & research
- Reviewed live data feeds for industry related news, followed up and reported on litigation, investigations, regulations, trends
- Collaborated interdepartmentally and with third party counsel on legal matters, maintaining and organizing correspondence
- Ensured efficient workflow on collaborative documents: comments, revisions, execution, distribution, versioning & archival
- Organized electronic and hard copy file depository, improve filing and naming convention, document archival process
- Participated in IT testing and projects; was one of ten, and the only non-executive, member on the firm's IT Committee

TEMPORARY AND CONTRACTUAL ASSIGNMENTS

JUNE 2007 – AUGUST 2008

EXECUTIVE ASSISTANT TO CEO AND PRESIDENT - MARKETING MANAGER

- Served Temp Assignments supporting CEO's and executive offices: Lexington Partners, SAC Capital, Sheldon Solow
- Provided general executive assistance; triaged & drafted general and investor correspondence, travel and itinerary planning
- Served CCO with industry research, Board presentations, investor agreements, organizational diagrams, compliance calendar
- Hired by HR to train staff on new applications; initiated marketing campaigns, monitored website analytics & revised sites
- Contracted to manage post-venture capital investment re-org, hired, trained and managed marketing and support staff,
- Prepared processes, planned logistics, designed marketing materials and ran trade shows, seminars, speaking engagements
- Designed document management platforms, tying SharePoint and websites to Salesforce to maintain pertinent client data
- Served IR Director with marketing material design, draft, collaborate on press releases, investor reports photo/image editing
- Drafted, reviewed, negotiated, maintained legal agreements and service contracts; tracked timing for upcoming renewals
- Business reporting, operations, communications utilizing Adobe CS, Microsoft Office, Cisco, Social Media and CRM systems

# NICCOLE DREILING

## EXECUTIVE ADMINISTRATIVE PROFESSIONAL

OCEAN ROAD ADVISORS, NEW YORK, NY

DECEMBER 2005 – APRIL 2007

EXECUTIVE ASSISTANT TO CEO'S OF FAMILY BUSINESSES - OFFICE OPERATIONS MANAGER

- Assisted Meyer and Co CEO (venture capital), Ocean Road Advisors CIO & CEO (family investment office) with assistance
- Served CEO with entrepreneurial ventures and research; partnered with him to establish family investment office
- Worked closely with Edward H. Meyer during retirement, ensuring smooth transition into family investment environment
- Direct administrative functions, supervise admin staff, HR and benefits, office management, facilities, technical infrastructure
- Arranged complex private & international travel, pilots, drivers, exotic vacations, monitored ever-changing itineraries (24/7)
- Multiple international residence oversight, initiated concierge medical, liaise with high-profile individuals, advisors, celebrity
- Managed banking, bill pay, wiring funds, expense reports, entity registration, credit cards, personal shopping, errands, gifts
- Scouted office new space, negotiated lease, procured furniture and office equipment, supervised build-out, planned move
- Vendor and contractor coordination; reviewed and revised leases, calculated CAM charges, ensured proper tenant billing
- Administer family foundation; philanthropic initiative, fundraising, events, contributions; partake in CEO's meetings
- Act as Director of Marketing for Meyer & Co ventures; revised websites, created logos, marketing material, investor packages

ARCHETYPE CONSULTING, WASHINGTON, DC

MAY 2003 – SEPTEMBER 2005

EXECUTIVE ASSISTANT TO CEO - PROJECT MANAGER AND OWNER'S REPRESENTATIVE

- Served family investment office of an elite real estate developer CEO with executive, personal, project & residence assistance
- Supervised support staff, coordinated political fundraising events and various politically connected deals, lobbied for projects
- Analyzed potential strategic land acquisitions, developed multi-use building concepts with partners, architects and engineers
- Assigned to independent developers on various redevelopment projects, raising of equity, reporting, applications, rezoning
- Interfaced daily with city staff, area businesses, community and municipalities fielding concerns to steer overall project scope
- Drafted redevelopment applications, compiled trade reports, designed presentations, expedited permits, met with inspectors
- Collected/reviewed invoices, change orders, maintained projects with MS Project; represented owners managing contractors
- Sought tenants, negotiated lease terms, obtained approval of space plans, ensured construction deadlines & space build-out

METEC ASSET MANAGEMENT, WASHINGTON, DC

JANUARY 2002 – MAY 2003

EXECUTIVE ASSISTANT TO PRESIDENT/COO - ADMINISTRATIVE OFFICER

- Served Richard Hernandez, former White House Advisor, as assistant ensuring efficient operation of the executive office
- Liaised with political party leaders and staffers on committee events and government agency directors on business deals
- Represented President: meetings and calls, attended events, traveled as required; reported status of executive assignments
- Maintained personal, committee and social calendars liaising with high profile political figures, lobbyists, business leaders
- Worked closely with GC on GSA, patent and other research, obtained security clearances, prepared RFI, RFP, entity oversight
- Recruited and managed support staff; maintained project list rotating and delegating assignments by availability or skill set
- Managed vendors, contracts, dictation and editing, composed email and correspondence; reorganized company file system
- Logistical planning of President's international wedding, large wedding reception, and was contact for vendors, guests, family

### TECHNICAL SKILLS

Microsoft PC & Mac OS, MS Office: Outlook, Word, Excel, PowerPoint, Visio, Project and SharePoint, Adobe CS: Acrobat Pro, Photoshop, Dreamweaver, Illustrator, Lotus Notes, QuickBooks, Concur, ADP/Paychex, InSperity, Bloomberg, Reuters, Lexis, Westlaw, Salesforce; website creation, design and maintenance, hard-coding HTML, social media and SEO, handheld devices

### EDUCATION AND CERTIFICATIONS

Notary Public, State of New York, *Commission Expires 2013*

SUNY Empire State, BA in Economics, 3.9 GPA (*est. graduation June 2015, part-time studies planned around work commitments*)

The Natural Epicurean, *Certification in Macrobiotic Culinary Arts, two-year program, graduated in 1996*

### MEMBERSHIPS AND AFFILIATIONS

Memberships: Society for Human Resource Management (SHRM), *Associate Member*

Affiliations: Forté Foundation, 85Broads, Freelancers Union, Private Wealth Magazine Family Office Series, *Active Member*

Volunteer: American Foundation for Suicide Prevention, AFSP. Crisis Intervention Volunteer and Fundraiser

Interests: Reading, yoga, running, mountain & road biking, photography, technology trends, new devices and applications

PRIOR WORK EXPERIENCE AND REFERENCES AVAILABLE UPON REQUEST