

# Natasha Smith

Aircare FACTS Trained Corporate Flight Attendant



## TRAINING:

Aircare FACTS® Training - August 2013

Emergency Procedures Training - FAR 91, 135, CAR 604's, JAR OPS 1

Aircare Access Training: General First Aid, BBP, CPR and AED Certification (AHA)

Inflight Service Training/Food Handling Safety

## CAREER EXPERIENCE:

September 2010 – October 2012

**BLS Investments Ltd – New York City, NY**

**Executive/Personal Assistant to Chairman, Bernard L. Schwartz**

- Prepared daily agenda and coordinated personal and business calendar of appointments, meetings and provided detailed follow-up.
- Coordinated daily transportation with personal driver and car/limousine services for both Chairman and wife.
- Anticipated Chairman's needs with regard to all calendar management, scheduled appointments, coordinated meetings, lunches, conferences and special events, speaking engagements, notified meeting participants of delays or changes.
- Contact person for Gulfstream GIV chartered requests and liaison with the flight crew for business and personal travel.
- Plan and detail itinerary for business and personal international and domestic travel, including travel arrangements from airport to various points of interests, directions, meeting confirmations, and overall organization of meeting materials.
- Coordinate special service needs and requests for the executive homes in New York City and Southampton.
- Organized and perform administrative duties for political agenda administration: Ordered catering, organized event and acted as hostess for special political breakfast meetings/fundraisers, political celebration dinner parties and election night parties.

January 2010 – September 2010

**Nobu 57 Restaurant – New York City, NY**

**Hostess**

- Committed to providing a welcoming and inviting environment for guests within a popular restaurant in a professional and friendly manner.
- Accommodating private parties featuring corporate executives, sports figures and celebrities.

January 2008 – February 2009

**Urban Concept/US Concepts – New York City, NY**

**Program Coordinator**

- Responsible for work with Director of Multicultural Marketing and leading day-to-day management of the Ciroc Vodka/Sean "P. Diddy" Combs brand.

March 1998 – November 2007

**Loral Space & Communications Ltd. – New York City, NY**

**Executive Assistant to the Vice President of Business Ventures**

## MEMEBRSHIPS:

NBAA – National Business Aviation Association

## EDUCATION:

Borough of Manhattan Community College

**Awarded:** Associate Degree in Business Administration

2000