

Michelle Barback

445 West 46th Street, New York, NY 10036
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Professional Profile

- Highly **organized** with the ability to prioritize and manage **multiple responsibilities**.
- Consistently maintain a high level of **client satisfaction, accuracy, and attention to detail**.
- **Excellent communicator** skilled in working with **international** clients, manufacturers, and vendors.
- Adept in **coordinating complex schedules** and **meeting time sensitive deadlines**.

Experience

PERSONAL ASSISTANT

2010 to 2012

Names of Employers Furnished on Request

Managed household operations, personal and professional calendars for multiple individuals, personal finances, special events planning, and philanthropic activities for high profile individuals. Engaged and supervised contract service providers and household staff. Approved household expenses for payments, controlled petty cash, and prepared payroll. Interacted with family offices on financial management issues. Coordinated travel arrangements for individuals and family vacations, including booking private and commercial air transportation and creating extremely detailed itineraries of specific dining, activity, and services options. Organized medical appointments for family members and pets. Managed extensive family contact and special occasion gift giving, including maintaining a list of more than 150 recipients. Performed research on cultural events and classes aligned with children's areas of interest.

Selected Projects Include:

- Oversaw the multi-million dollar expansion and renovation of Fire Island residence. Instrumental in selecting interior designer, managing project finances, and supervising on-site staff. Redesigned space and redecorated employer's New York City residence to create a more child-friendly environment to accommodate the needs of employer's growing family.
- Supervised the gut renovation of a Tribeca duplex, encompassing 4,000 square feet of interior space and 4,000 square feet of exterior space. Coordinated the activities of architect, interior designer, contractors, and landscape architect. Served as a liaison to building management company throughout all phases of construction. Organized furnishings from existing residence for relocation to new home and managed the transfer of selected items to storage facility.
- Directed project to catalog employer's extensive art and wine collections. Evaluated and documented existing collections, including assessing items in off-site storage facilities. Researched and located specific works of art and vintages. Reviewed auction catalogs and accompanied employer to auctions.
- Conducted research to identify potential candidates for private foundation grants. Reviewed information about grassroots not-for-profit organizations dedicated to promoting holistic solutions to issues involving women and children, the arts, and meditation. Prepared detailed summaries of 15 candidates for review by employer and other principals of foundation.
- Orchestrated plans for employer's wedding, a casually elegant weekend long event for 150 guests at the family's Fire Island home. Hired and supervised service staff, including lifeguards and childcare providers to oversee 40+ children. Coordinated transportation and set up of rental equipment, sound system, and wines. Managed booking of overnight accommodations for guests. Sourced logo and oversaw production of stationery and wedding website. Organized floral arrangements, decorating, gift bags, and special events for children.
- Supported family in researching and concluding a private adoption. Liaison with adoption lawyer and facilitator. Located medical expert and coordinated specialized medical care for birth mother. Established a short-term, out of state residence for employer while waiting birth of child. Designed, sourced, and set up nursery. Hired a night nurse to provide baby care.

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BBG-BBGM, New York, NY

2005 to 2010

Executive Assistant to Managing Partner

Provided executive support to the managing partner of the Interiors Division of a high profile international architecture and interior design firm. Liaison between partner and five other offices worldwide, as well as all internal departments, 10 project managers, and New York based staff. In addition, served as personal assistant and gatekeeper to managing partner. Managed executive's social calendar, correspondence, and multiple residences. Oversaw rental properties and all contractor and tenant related issues.

- Coordinated weekly assignments for 40+ staff and contract designers, architects, and support personnel. Analyzed staffing requisitions and allocated personnel. Led weekly meetings with project managers to review status of 20+ ongoing projects. Troubleshot personnel issues to ensure attainment of project deadlines. Prepared monthly staffing reports, billing projections including actual versus forecasted revenue reports, and accounts receivable reports.
- Planned extensive and complex global travel itineraries for managing partner and four partners in the Interior Division. Organized expenses for expense report submissions. Managed executive's calendar and supported executive in maintaining daily schedule of highly demanding commitments. Coordinated arrangements for client visits for five partners including organizing catering, entertainment, accommodations, transportation, and other special services.
- Instrumental in coordinating the office relocation. Supervised build-out of an entire floor of the Empire State Building. Organized the move of more than 200 employees to new facility.
- Oversaw the internship program. Oriented interns and monitored intern assignments. Instrumental in recruiting staff for Interiors Division. Interacted with recruitment sources, screened resumes, scheduled interviews and applicant testing, presented candidates to partners, and issued offering letters to candidates.
- Researched RFPs to identify project location, client history, financial stability, and other factors related to project feasibility. Reported findings and recommendations to partner. Led a project to investigate vendors of environmentally friendly products. Screened vendors and organized events to educate staff on new green options in the luxury interior market.
- Organized twice weekly vendor-sponsored luncheons for staff including CEU seminars for architects. Contacted staff and encouraged participation at events. Worked with a senior designer to introduce a new professional development lunch lecture series, which was extremely well received by all department staff.

ADMATCH CORP., New York, NY

1998 to 2005

Administrator/Assistant to the President

Instrumental in the operation of the world's leading manufacturer of promotional matches, which generated revenues in excess of \$8 million annually. Managed relationships with factories in India and Japan, warehouses in New York and San Francisco, as well as the global client base of independent and chain restaurants, hotels, and bars. Directed consultants in maintenance of office technology. Orchestrated two office relocations.

Education

Fashion Institute of Technology, **Bachelor of Arts Program in Fashion Buying and Merchandising**

Computer Skills

MS Word, Excel, Act, Outlook, PowerPoint, Sema 4, Accpac, MAS 200, QuickBooks, Adobe Suite, PC, and Mac.