

NAME

City, State • Phone • [email](#)

EXECUTIVE PERSONAL ASSISTANT / CHIEF OF STAFF

Highly organized, insightful and decisive executive assistant with over 20 years of professional experience that includes a recent and extended spell as executive personal assistant to (well-known CEO) across his extensive banking, real estate and personal interests. Possess strong operational management abilities having successfully supervised 75 multi-functional personnel across 3 independent departments. Polished interpersonal and communication skills supported by an engaging personality to effectively liaise with executive management, clients, and all operational levels. Skilled at planning and coordinating events including orchestrating all facets of a major fundraiser for a former US President.

Core Competencies:

Executive Planning & Briefings • Administrative Support • Operational Management
Time Management • Problem Analysis & Resolution • Calendar Management • Scheduling
Information Gathering • Management & Client Liaison • Executive Correspondence
Events Management • Research & Analysis • Travel & Expense Management • Meeting Coordination
Payroll • PowerPoint Presentations • Recruitment • Team Leadership & Development

PROFESSIONAL EXPERIENCE

BCD PARTNERS, City, ST • 2016-Present

A \$18B hedge fund with 150 employees.

Chief of Staff / Executive Assistant to CEO

Manage day-to-day operations of the CEO's \$18B investment management business, his animal welfare charitable foundation, and his diverse and eventful personal life. Partner with the CEO in proactively planning his personal, company and business goals and commitments. Anticipate and prepare CEO for upcoming commitments and responsibilities and follow up appropriately. Manage an active calendar of meetings and coordinate and schedule all appointments. Organize all aspects of travel and accommodations and travel with CEO when required. Attend meetings as requested and provide knowledgeable assistance in the editing and formatting of presentations. Maintain extensive property files, status reports and contact databases.

- Interviewed and hired a new office manager.
- Increased office efficiency through implementation of additional duties to reception.
- Interacted and developed effective relationships with executive leadership, company employees, external organizations and/or their boards of directors.

EFG BANK, City, ST • 2006-2016

Privately owned financial institution. Role included strong involvement in EFG Properties.

Executive Personal Assistant

Oversaw 3 independent departments within Bank and EFG Properties. Supervised 75 personnel across various departments with a direct report to the Chief Administrative Officer. Managed CAOs business and personal administrative affairs and held oversight for the overall efficiency of the operations, staff and environment. Managed CAOs extremely busy calendar, prioritized matters and kept the CAO organized, and closely monitored all follow up details. Performed role of key liaison in daily communications with clients and company employees. Coordinated extensive domestic and international travel itineraries. Administered payroll for all personally supervised departments and interviewed and hired new employees.

Executive Personal Assistant Continued

- Ensured that deadlines and business objectives were consistently achieved and that the flow of information to/from the CAO was seamless and timely through constant interactions with various executives and business units.
- Planned, organized, and implemented events for both EFG Bank and EFG Properties.
- Organized several political fundraisers on behalf of CAO for President of USA and dealt with Secret Service on background checks.
- Boosted revenue of the onsite cafeteria by reducing the cost of supplies and performing research into less expensive vendor options.

JKL LLC, City, ST • 2004-2006

Executive Search Firm with 12 employees.

Executive Administrative Assistant to CEO

Held oversight for all aspects of administrative support which included word processing of extensive correspondence, memos, reports and brochures. Maintained both a personal and company event calendar and scheduled presentations for potential clients. Coordinated all travel arrangements and schedules. Screened mail and telephone calls and responded to correspondence and inquiries.

- Performed key liaison role between Partner, client and candidates.
- Developed strong and trusted working relationships with national clients and candidates.

RST INC., City, ST • 1997-2004

Executive Administrative Assistant

Provided extensive administrative support for 3 Executive Vice Presidents that included word processing of correspondence and reports. Maintained their daily calendars including scheduling meetings and conference calls. Coordinated travel arrangements and prepared monthly expense reports. Screened mail and telephone calls and responded to correspondence and inquiries. Liaised extensively with clients.

COMPUTER SKILLS

Microsoft Office Suite: Word, Excel, PowerPoint & Outlook