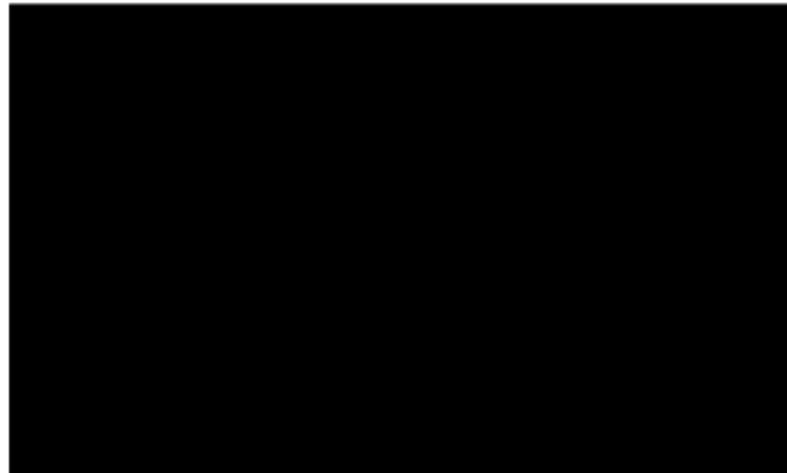


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Experience



Oct 2012 – Present · 7 years 1 month

Irvine



Sep 2003 – Present · 16 years 2 months



Jan 2010 – Jul 2012 · 2 years 7 months



while being proactive in determining what requests and circumstances require the attention of Executives and Senior staff, often resolving issues myself.

Organize and execute Sales Meetings and Events including, Sales Conferences and Award...

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Jul 2008 – Jan 2009 · 7 months

Screened all phone calls and maintained complex calendars and e-mails through on-line reporting systems.

Planned and managed all executive meetings, teleconferences and conference connections.

Research, schedule and arrange all travel arrangements and prepare itineraries.

Hired, trained, and supervised estate staff of multiple residences.

Perform as a supervisory liaison between the homeowners, house guests, outside vendors and contractors, as the Estate Manager.

Implemented...

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Dec 2005 – Jul 2008 · 2 years 8 months

Communicate directly with clients on behalf of the CEO for this registered investment advisory firm.

Attributed to a 200% increase of revenue within the first two years of employment by enabling the President to be regularly out of the office to promote the business.

Created and managed corporate files in compliance with The Securities and Exchange Commission.

Oct 1996 – Jan 2003 · 6 years 4 months

Key contact for all business and personal communications for this high profile, high net worth Entrepreneur.

Maintain all scheduling and appointments.

Organize special events and dinner parties, including invitations, menus and outside contractors.

Arrange for the purchasing, delivery and restoration of furniture, antiques and art for the estates.

Act as an authoritative liaison with auction houses, such as Christie's and Sotheby's.

Recruited, managed and coordinated a staff of approximately 40 people for 7 personal estates worldwide, including executing background checks and confidentiality agreements.

Implemented maintenance schedules and coordinated special projects of the estates.

Manage 11 corporate apartments, including guest arrivals.

Arrange for the shipping, crating, purchasing and restoration of furniture, antiques, art and household items for the estates.

Responsible for maintaining insurance policy and files for all purchases, including automobiles.

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Education



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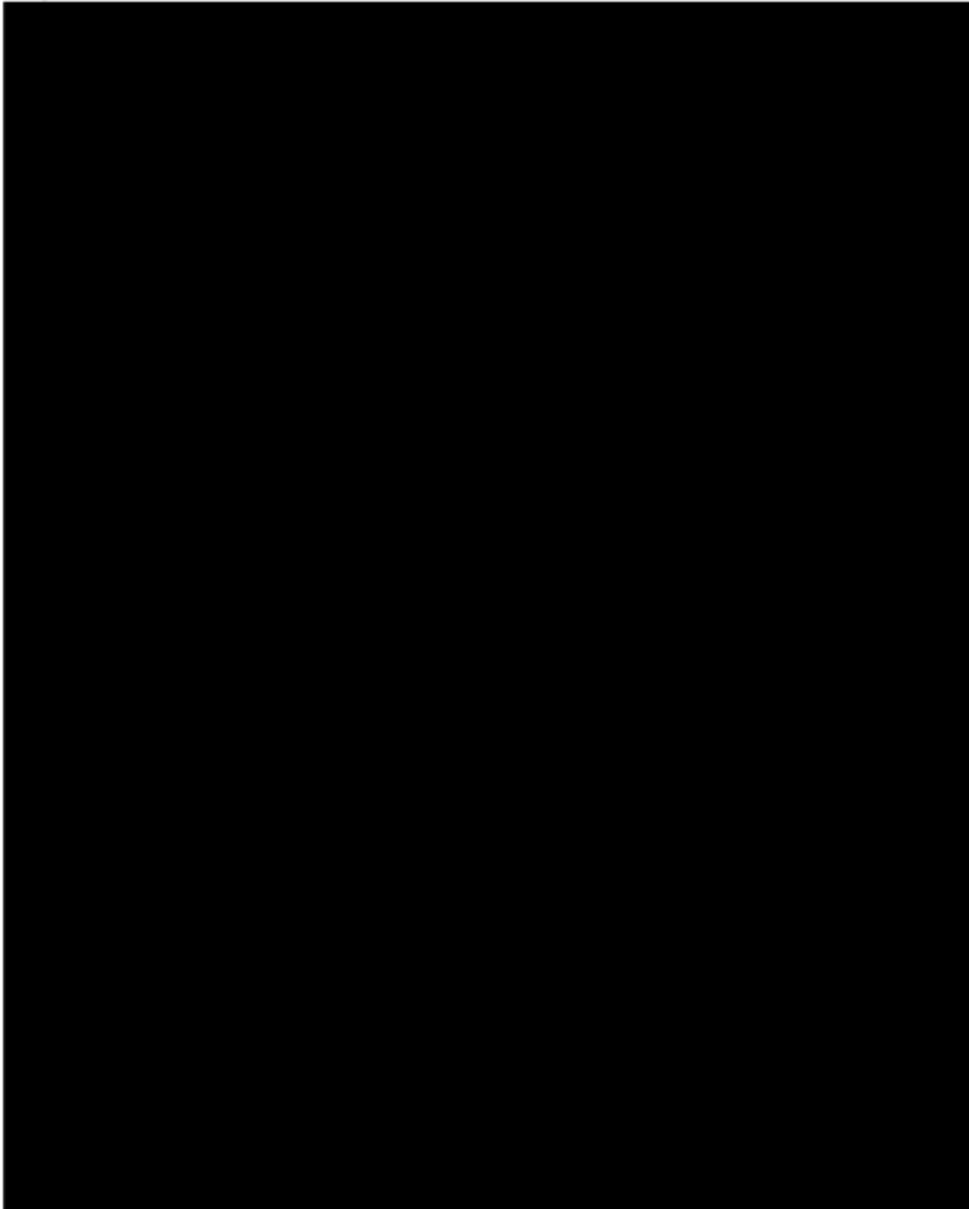
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