

QUALIFICATIONS AND SKILLS

- Excellent Communication skills
- Client Service & Solution Oriented
- Handles competing priorities calmly
- Excellent People Skills/Builds Relationships
- Uses good judgment and problem-solving skills
- Maintains confidentiality and discretion
- Mentor & goal setting
- Time management and organizational skills
- Projects & reports (weekly & monthly)
- Research, Internet & other resources
- Proactive, Creative, Resourceful

EXPERIENCE**APOLLO GLOBAL MANAGEMENT, New York, NY****4/2023 - Present****Assistant to Partner in Public Policy**

- Manage executive calendar, internal & external meetings, luncheons & dinners
- Coordinate domestic and international conference calls, videoconferences and in-person meetings
- Coordinate end to end extensive international and domestic travel
- Review and process all travel related expenses in Concur
- Obtain building security clearance for internal and external visitors
- Coordinate conference rooms
- Enter compliance record for political contributions

CITIGROUP, Long Island City, NY**7/2015 - 3/2023****Global Risk Management****1/2017 - 3/2023****Senior Executive Assistant to 2 Managing Directors in Global Consumer Risk Management**

- Manage frequently changing, complex executive calendars, internal and external meetings
- Coordinate domestic and international conference calls and video conferences
- Coordinate end to end extensive, frequent international & domestic travel for 2 Managing Directors & global team members
- Review and process all travel related expenses in SAP Concur
- Produce weekly tracking and pending approval reports for managers and teams
- Communicate with 12 Global Risk Managers to prepare agenda topics & documents for weekly staff meeting with senior CRO
- Manage IT, telecom, building service, office supply needs, moves & space for groups & visitors
- Coordinate conference rooms in multiple locations for presentations, meetings and town halls
- Obtain building security clearance at domestic and international locations for internal and external visitors
- Participate on committees for holiday and celebratory events for 60 Risk employees. Organize team events.
- Create, maintain & edit documents, presentations & memos.
- Create & maintain distribution & contact lists
- Special projects

Citi Private Bank – Capital Markets, New York, NY**Executive Assistant/U.S. Business Sales Support****7/2015-1/2017**

- Answered large volume of incoming calls and directed to traders on Multi-Asset Advisory Team, Equities Team & Sales Assistants
- Interacted with high-net-worth clients, bankers, investment counselors & supervisory staff
- Managed executive calendars, travel & expenses for 2 Managing Directors, 3 Directors & SVP's
- Scheduled and coordinate meetings, off-sites, events & conference rooms
- Managed IT, telecom, building service and office supply needs for trading floor of 40
- Met and greeted clients and saw to their comfort
- On-board new employees and interns
- Managed staff contact information, vacation schedules, phone coverage

ROSS STORES-NEW YORK BUYING OFFICE, New York, NY**1/2015-7/2015****Assistant to Vice President, Employment Law and Compliance**

- Managed executive calendar and coordinated meetings and events for 3 attorneys
- Coordinated travel and processed related expenses for NY legal team of 6
- Interacted with outside counsel, buyers, HR executives and senior management
- Reviewed and edited documents and presentations

CITIGROUP, Long Island City, NY 3/2007-4/2014

Executive Assistant to General Counsel – Consumer Credit Cards Legal

- Managed executive calendar including internal/external meetings
- Coordinated meetings with department staff of 56, business stakeholders & senior management
- Planned and coordinated travel itineraries, staff meetings, events, annual conferences
- Facilitated on-board/off- boarding. Maintained staff information.
- Created, Compiled and edited reports, spreadsheets and presentations
- Processed expenses and invoices. Prepared quarterly invoice reports
- Managed office, supplies, facilities and conference rooms
- Consistent communication with IT, facilities and building services
- Worked with IT on departmental upgrades and computer issues

THE LEFRAK ORGANIZATION, New York, NY 3/2004-3/2007

Executive & Personal Assistant to Chairman, CFO, C-Suite Executives & General Counsel

- Gatekeeper; Managed executive calendar and ensured timely arrival to meetings
- Created, edited and maintained documents, spreadsheets, correspondence
- Processed expense receipts and invoices for payment

STRATEGYONE, New York, NY 9/2002-1/2004

Executive Assistant/Office Manager to President

- Managed executive calendar including internal/external meetings
- Coordinated domestic and international travel itineraries. Processed related expenses
- Assisted with survey creation & focus groups
- Created, edited and maintained correspondence, documents and reports

RIGHT MANAGEMENT CONSULTANTS, New York, NY 5/2001-9/2002

Client Services Associate / Department Administrator

- Managed executive operations and career transition programs for key and senior executive candidates
- Assisted consultants in developing and implementing programs, networking sessions & monthly status reports
- Meet and greet guests and saw to their comfort
- Trained clients in using the Internet and setting up email accounts
- Designed and revised resumes, cover letters and confidential documents, presentations
- Conducted Internet research on companies and industries

NYC BOARD OF ELECTIONS, Queens County, NY 2018-Present

Election Day Worker

- Assist site coordinator & perform various voter assistance duties on election days.

COMPUTER SKILLS

MICROSOFT OFFICE; Outlook, Word, Excel, PowerPoint, Teams, SharePoint, OneDrive. **GOOGLE DOCS, CONCUR, ZOOM, SKYPE, WEBEX, DISCORD, SALESFORCE, SOCIAL MEDIA**; Twitter, LinkedIn, Facebook, Pinterest, Instagram, WhatsApp. Knowledge of **Apple** computers, ChatGPT, AI prompt engineering

EDUCATION

QUEENS COLLEGE, Flushing NY, BACHELOR'S DEGREE IN PSYCHOLOGY

YORK COLLEGE, Jamaica, NY, PARALEGAL STUDIES CERTIFICATE

NEW YORK UNIVERSITY, New York, NY, ADVANCED DIPLOMA IN COACHING & MENTORING

VOLUNTEER MANAGEMENT GROUP, New York, NY, CERTIFICATE IN GRANT WRITING

VOLUNTEER

NEW YORK IRISH CENTER, Long Island City, NY

2013-2019

Assist senior citizens learning to use technology & the Internet. Assist with various programs and events including marketing and set-up. Participate in yearly fundraisers and charity events.

VOLUNTEER, CON'T**STREETWISE PARTNERS**, New York, NY**2019-Present****Lead Mentor****2023-Present**

Program assist under employed and underserved members in the community to find better employment opportunities, through interview training, resume production, mock interviews and networking.

- Help facilitate weekly program meeting, introducing activities and answering questions for mentors & mentees
- Monitor & review weekly mentee deliverables
- Weekly communicate on deliverable due and advise other helpful information for program attendees.
- Step in as mentor when needed and in absence of regular mentors

Mentor**2019-2022**

- Attend weekly program meetings with assigned mentee
- Weekly 1 to 1 calls with Mentee to discuss issues, projects and weekly deliverables
- Review and edit resumes. Establish goals and accountability
- Participate in mock interviews

ORGANIZATIONS**NATIONAL ACADEMY OF TELEVISION ARTS & SCIENCES**, New York, NY – Volunteer/ Member.

Captained welcome desk/registration for the NEW YORK EMMY'S GALA. Attend frequent film and television pre-screenings, creative courses & events sponsored by the Academy.