

ANNA PARKER

PROFESSIONAL SKILLS

Estate Management, Accounting and Finance, Events Coordination, Verbal and Written Communication and Negotiation Skills, Organized, Detail Oriented, Energetic, Available for Travel

EXPERIENCE

Personal Assistant to Owner and Wife of Hedge Fund
New York, March 2009 – October 2010

- Acted as representative/liason for employer to manage New York, Southampton, and Palm Beach homes, included direct supervision of household staff.
- Scheduled construction, renovation, repairs, and interior design projects working with designers, vendors, and contractors. Negotiated estimates and ensured work was completed timely and within budget
- Maintained contracts for HVAC, landscaping, pest control, pool, tennis courts, watercraft, and putting greens.
- Prepared daily update reports to keep property owner informed on project status for all homes and implemented daily house sign in log to track vendors on property.
- Purchased and managed vehicles, including insurance and registration, maintenance and mileage log.
- Oversaw opening and closing of homes at beginning and end of seasons.
- Inventoried valuables (art, silver, antiques, wine) and implemented computer software program to track items.
- Managed art and antique collection, handled purchases, sales, shipping, insurance, and inventory; worked closely with galleries, auction houses, and specialists.
- Compiled Standard Operating Books to include house rules, information sheets, contact lists and cleaning instructions.
- Ordered household supplies and owners personal items via internet for delivery to each home.
- Coordinated private air travel and created travel itineraries for all international and domestic trips.

Personal Assistant to Chairman of Greek Shipping Company
New York, February 2008 – March 2009

- Managed art collection including purchases and sales, which required close work and visits with auction houses, art galleries, and visits to TEFAF.
- Work required accompanying Chairman on extensive international travel to Europe, Mexico, and Brazil.
- Coordinated all international travel schedules with crews for corporate private aircraft and yacht.

Personal Assistant to CEO of Woman's Apparel Company
New York, September 2005 – February 2008

- Hired and managed all office administrative staff and household staff for two private New York residences.
- Oversaw maintenance and repairs for homes.
- Maintained personal files including property management records and contracts, vehicle records, medical insurance records, and personal receipts.
- Performed all personal finance and bookkeeping, including collection of receipts, approval of invoices, bill payment, personal banking, expense reports and tax preparation with accountant.
- Coordinated domestic and international travel, including scheduling commercial and private aircrafts.
- Purchased vehicle and managed insurance, registration, and trained driver on vehicle computer system.
- Managed inventory, insurance, and storage of extensive art and antique collection.

OTHER EXPERIENCE

Manager of REVIVAL LLC – Interior Design Firm, Tennessee, August 2004 – August 2005

Event Planner for Non -Profits, Tennessee, September 2002 – August 2004

Freelance Accountant, Tennessee, July 1997 – August 2002

EDUCATION

UNIVERSITY OF TENNESSEE AT KNOXVILLE

Bachelor of Arts, May 1997

French Major, Finance Minor

COMPUTER PROFICIENCY

MAC, Windows, Microsoft Office, QuickBooks, ArtSystems Collections, Blackberry & iPhone proficiency

REFERENCES AND NAMES OF EMPLOYERS FURNISHED UPON REQUEST