

## ASSISTANT DIRECTOR OF POLAR EXPEDITIONS

### Summary

To acquire an executive assistant position with a dynamic company. My detailed project management, writing, creative and communication experience will allow me to take a leadership role in managing multiple responsibilities.

### Highlights

Strong digital/film photography, photo editing and print design skills \*Great presentation skills creating visually appealing and concise presentations, proposals and brochures \*PC/Mac literate: Word, Excel, Outlook, PhotoShop, InDesign, PowerPoint, MapPoint, Leo Software

### Experience

04/2011 to 12/2011

Assistant Director of Polar Expeditions Company Name i¼ City , State

- Expedition sales and procurement: Sold polar adventure expeditions to global clientele and maintained client and vendor relationships.
- Communicated to clients the details of expeditions (cost, payments, what to expect, requirements & forms).
- Developed and contributed to the success of the largest South Pole season in the company's history.
- Negotiated vendor agreements and wrote industry related agreements.
- Managed and created project/expedition timelines.
- Created detailed expedition and client itineraries.
- Produced commission income and built industry-related partnerships.
- Created handbooks, expedition summaries, expedition blogs (wrote successful Greenland Crossing blog).
- Digital photography and video.
- Tracked client payments, invoicing, commissions, etc.
- Social media and networking.

03/2007 to 01/2012

Designer Company Name i¼ City , State

- As an Independent Contractor I Produced direct marketing materials (brochures & catalogs) and established company branding.
- Responsibilities included;.
- Extensive photo editing and digital photography.
- Created layout, writing and design of successful direct marketing materials.

03/2004 to 01/2009

Executive Assistant/Loan Closer Company Name i¼ City , State

- Worked closely with Executive VP/Principal, Assistant VP, CFO, development, analyst, property management, prestigious investors and third party clients in a deadline-driven setting to ensure successful financing of commercial investments.
- Managed highly confidential information, executive calendar and supervised project timelines.
- Photographed commercial properties for use in proposals and finance/investor packages.
- Created finance/investor packages that successfully gained lender financing and investor support.
- Managed due diligence involving lenders, third party inspectors, appraisers and attorneys.
- Administered multiple loan closings in cooperation with investors, attorneys, lenders and title companies.
- Developed mortgage section of database software in conjunction with LeoSoftware.
- Drafted agreements and managed details of confidential paperwork simultaneously on multiple deals.
- Oversaw deal calendar and coordinated all projects from conception to close.
- Maintained extensive closing book library.
- Entertained clients at events and managed event planning/organization including invitation designs.
- Managed closings totaling \$300 million in 2007.

04/2000 to 06/2003

Public Relations Associate Company Name i¼ City , State

- Managed event/meeting logistics and travel nationally and internationally.
- Organized confidential meetings with high-profile political clients.
- Conducted talent management and media for grand openings across the U.S.
- Client research and significant participant in strategy sessions.
- Arranged media meet and greet opportunities for executive and political clients.
- Media outreach: Contacted and placed T.V., radio and print media at prestigious events.
- Drafted media releases, proofed/edited proposals and associated written materials.
- Created format/compiled data for confidential survey distributed by the Illinois Department of Public Health.

08/1999 to 03/2000

Image Coordinator Company Name i¼ City , State

- Managed images (film & digital) for business-to-business catalogs, fliers and newspaper ads.
- Assisted direction of photo shoots.
- Retouched low-res images and communicated retouching guidelines to in-house staff and print vendors.

- Edited layouts; prepared fliers, ads and catalogs for print; and coordinated the use of stock photography.
- Managed multiple projects and vendor relations in a highly deadline driven agency.
- Creative personnel communicator (art directors, photo department, designers and account managers).

04/1998 to 08/1999

Assistant Company Name i¼ City , State

- Assisted directors, board of directors and human resources.
- Key participant in the development of fundraising events, including staffing events such as the annual benefit concert which gained support for the Jewish Community Centers.
- Drafted employee resource book, assisted in hiring office clerks, organized board meetings and other functions.

#### Education

Bachelor of Arts : Photography & Fiction Writing Columbia College Chicago i¼ City , State GPA: Dean's List Dean's ListÂ Spring 1999

#### Skills

photo, PhotoShop, ads, analyst, art, agency, book, branding, brochures, catalogs, closing, concise, clientele, Client, clients, database software, Digital photography, direct marketing, direction, due diligence, event planning, film, finance, financing, forms, fundraising, hiring, human resources, InDesign, investments, invoicing, layout, logistics, Mac, materials, meetings, Excel, office, Outlook, PowerPoint, Word, communicator, networking, newspaper, personnel, photo editing, photography, presentations, presentation skills, print design, print media, procurement, property management, proposals, Public Health, radio, research, sales, staffing, strategy, vendor relations, video, written

- Desktop Publishing Software: Photoshop, InDesign