

JAYE MAYNARD
917-603-6593
JAYE@jayemaynard.com

CUSTOMIZED PERSONAL ASSISTANT SUMMARY

- Personalized client services in all areas of home or business
- Excellent management skills and organizational experience
- Strong practical and common sense foundation of improving quality of life with close attention to detail
- Highly efficient multitasker and creative resource specialist

PROFESSIONAL EXPERIENCE

Whirling Dervish Customized Personal Assistance New York-Los Angeles

Owner Operator 1994-present

Develops and maintains customized client services for a wide range of unique clientele. Concierge services for effective use of valuable time including; domestic assistance, scheduling, errands, packing, office and clerical management, skilled telephone answering, hostess and catering, personal shopping, driving, transporting, bid seeking, on site supervision, expert animal care, house-sitting, interior tropical landscaping, retail sales, trade show assistance, organization, feng shui, yoga instruction, event coordination and production, research and development, eldercare, teen chaperoning, childcare, baby nanny. TV Documentary Production Assistance, Customized Tour Coordinator and Manager, Theatrical production and Direction, art exhibit installation. If I can't do it, I will find someone who can.

Achievements:

- Clientele satisfaction and repeat business
- Marked efficiency and initiative to save the client valuable time and money
- Advocate or responsible party for client

Client References:

- Arlene Robbins head of staff for Anthony Solomon: arstar1@gmail.com, 917-749-2357
- Kathleen Bifulco KB Designs: ktkeen@optonline.net, 631-477-6431
- Lisa Katz: seespotwrite@aol.com, 213-400-2648
- Lisa Magaro: pinchitters@yahoo.com, 212-260-6005

Recent Experience:

- Anthony M. Solomon, New York September 2004-Jan 2008-temp head of staff for stroke survivor, pet advocate, social engagements, personal assistance.
- Dr. Eve Slater, New York Spring 2008, Pet Hospice for Family Canine
- Steven Mitchell New York Sept 2001-Jan 2003 Executive Domestic and Personal Assistance.
- Mark Stewart New York packing and cataloguing musicians studio for bldg renovation, supervising move to two storage units.
- Amanda Lister, New York, Locust Valley-oversee and implementation organization of two residences.
- Kathleen Bifulco, Hamptons NY-assisted in Art Show installation and catering, domestic assistance.

EDUCATION

- Master of Arts - New York University - Steinhardt School of Education
Department of Music and Performing Arts Professions - Vocal Performance
 - Award for Outstanding Leadership in Graduate Music Theatre Studies
 - Graduate Administrative and Personal Assistant to Artistic Director-Gregory Ganakas
- Yoga Siromani-Teacher of Yoga-International Sivananda Yoga Vedanta Centre
- Bachelor of Fine Arts - University of Utah English Minor, Deans List
- Broadway League of Theaters and Producers-Commercial Theater Institute Program Graduate