

DANIELLE ASSINI

(516) 640-8505 | Danielleassini@gmail.com | Upper Brookville, NY

Self motivated and reliable business professional seeking to leverage my strong interpersonal communication skills and proven ability to build trusting relationships in an industry

EDUCATION

Lynn University-Boca Raton, FL. Bachelor of Arts, Communications | May 2020

PROFESSIONAL EXPERIENCE

October 2024- Current

Client Relationship Associate, Northwestern Mutual, Melville, NY

- Handle daily case preparation, including drafting proposals, compiling reports, and assisting with client presentations.
- Develop and execute marketing strategies to attract and retain clients, ensuring brand visibility and engagement.
- Maintain and update the client database, ensuring accurate and timely communication with clients via social media, website, and other platforms.
- Coordinate and manage the owner's calendar, scheduling client meetings and appointments.
- Assist in preparing materials for client meetings, follow-ups, and proposals to ensure client satisfaction.
- Ensure all data is up-to-date within the company's CRM system.

March 2024-October 2024

Executive Assistant to President, Hartford Funding, Woodbury, NY

- Provided high-level administrative support to the President, ensuring seamless daily operations and strategic execution of priorities.
- Managed and maintained the executive calendar, including scheduling appointments, meetings, and travel arrangements.
- Supported special projects, including marketing initiatives and event planning, to enhance the company's outreach and visibility.
- Serve as office manager; order and maintain office supplies, inventory, and organize confidential files

December 2021 - December 2023

Executive Assistant to CEO and COO, Kelly Roach International, Delray Beach, FL

- Managed personal and business schedule and maintained constant communication with the individuals
- Managed housekeepers, dog walkers, house managers and drivers
- Set up and broke down podcast equipment, oversaw production and scheduled celebrity guests
- Handled all personal shopping, gifting, errands, appointments, reservations, and gift purchases
- Liaised with publicist, travel agent, business manager, etc
- Captured and posted on social media channels such as Facebook, Twitter, Instagram and Tik Tok (100k)
- Attended entertainment, press, celebrity and business appearances alongside CEO

January 2017- November 2020

Hotel Concierge, The Boca Raton Resort, Boca Raton, FL

- Interacted with guests and assisted in verifying appointments or reservations while maintaining a positive, professional attitude.
- Coordinated transportation, events, and other accommodations to ensure optimal customer satisfaction.
- Answered phone calls and emails, and recorded incoming and outgoing deliveries.
- Listened to guests' concerns and presented reports to hotel management.
- Recommended local restaurants and attractions based on guests' interests.

SKILLS

Microsoft Office Suite | Marketing | MS Excel | Word | PowerPoint | Google G-Suite | CRM | Calendar Management | Social Media Marketing | Zoom | Organizing | Facebook | Instagram | Tiktok | Canva