VICTORIA FAJARDO

(630) 857-8938 Email: victoria.fajardo@gmail.com

QUALIFICATIONS

Highly resourceful and dependable professional with over ten years of experience in providing effective 24/7 problem solving and comprehensive support on day to day tasks and situations. Self-sufficient and possesses the highest degree of integrity and supported by a flawless record of maintaining confidentiality. Adaptable to ever-changing situations and flexible about working overtime. Technically proficient in Apple products, PC’s, Android phones: Microsoft Office, Outlook, Quick Books, Photoshop. Additionally skilled in:

* High-end Client Services ♦ Upscale Event Planning ♦ Money/Budget Management
* 5 Star Travel Agent ♦ Strong Oral/Written skills ♦ Business Relations

##### PROFESSIONAL EXPERIENCE

**RBP Music, LLC/ RBP Foundation** September 2014-Present

***Office Manager/Executive Assistant to solo violinist, Rachel Barton Pine*** Chicago, IL

* Budget and organize a diverse array of world-wide performance tours and recording projects for the world’s most prestigious orchestras, including the Germany’s *Göttinger Symphonie Orchester*, France’s *Orchestre de Bretagne*, South America tour, Spain, Italy, Finland, the Sacramento and New Mexico Philharmonics, and City Music Cleveland, Chicago, Atlanta, St. Louis, Dallas, Baltimore, Philadelphia, Montreal, Vienna, New Zealand, Iceland, Brazil, Poland, Russia, and the Israel and Scottish Chamber Orchestras, along with dozens of others.
* Assisted in the release and marketing of 5 music album recordings and video production: In-Studio current recording of Paganini (August 2015) Vivaldi (October 2015), Mozart (December 2015), Mendelssohn (October 2014)
* Coordinating intense and heavy, complex travel arrangements for private jet travel, visas, ground transportation, accommodations and activities
* Entrusted with musical instruments valued over 50 Million-200 Million+ and responsible for the care, maintenance and insurance
* Maintaining professional/personal Outlook calendars, coordinating with family, artist management, publicity team, presenters, philanthropic and educational endeavor, and board member activities
* Handle incoming and outgoing correspondence via e-mail, phone, and mail, as gate keeper
* Perform general accounting tasks, paying quarterly taxes, payroll invoices and accounts receivable
* Monitor merchandise inventory and fill customer music orders and Sound Scan
* Oversee all aspects of the finance and accounting operations of the company for bi-weekly payroll, recurring bills and prepare checks, including LLC taxes
* Manage payroll and contracts for household staff, employees, and interns including: Nanny, Housekeeper, Handyman, Drivers, Security, along with others

**HILL VENTURES, INC.** September 1999 – July 2010

*Professional Business Company owned by NBA Player, Grant Hill/CEO to manage his business, personal endeavors and marketing relationships*

###### Chief-of-Staff & Executive Assistant to CEO

* + - * Act as primary gatekeeper, screening all calls, emails, and other correspondence
      * Oversee all scheduling and calendar events including: 2 free agency and signing meetings and NBA city moves, including a seven-year, $92.8 million NBA contract, corporate sponsorships with:   
        Adidas, Sprite, McDonald’s, Lamasil and Fila. Commercial Real Estate complexes (shopping malls, apartment complexes, sport venues), multi-million art collection tour and preservation, business and personal meeting, requests for interviews, speaking engagements, and new business ventures
      * Organize and prepare extensive Five Star travel itineraries, private plane flights, yachts, jet skiis, luxury cars coordinating all concierge needs, ground transportation, hotel accommodations, car rentals, and international vacation destinations
      * Special event planning including: Surprise South Beach 30th Birthday Extravaganza weekend for 30+ friends, All-Star Weekend events, Super Bowl weekend parties.
      * Philanthropic endeavors for the company’s foundation
      * Manage and maintain multiple US homes including estate in Isleworth, FL, Winderemere, FL, Paradise Valley, AZ and others
      * Chief of Staff for domestic employees: Nannies, Housekeepers, Security, Handyman, Landscapers, Drivers, etc

**UNIVERSAL JET AVIATION** January 2011-January 2012

***Office Manager& Executive Charter Sales***  Chicago, IL and London, UK

* + - * Oversee, supervise and manage a team of 6 sales employees in fast paced environment
      * Team player and works independently in high pressure, hectic and competitive environment for charter, aircraft management and aviation sales
      * 24/7 full service retail charter quotes on all aircrafts, booking trips/securing payment, arranging customer/crew catering, concierge and transportation needs, and active customer flight following from wheels up to wheels down
      * Existing clientele include:  Royal Family members, A-List celebrities, athletes, music and other business moguls.
      * Extreme focus to details with excellent customer service, negotiation skills, highly organized and personable with excellent verbal and written communication to customers and aircraft owners
      * Knowledge of world geography and working multiple world time zones, FBOs and business aircrafts
      * Responsible for recruiting, screening and hiring new sales representatives for new Chicago, IL and London, UK offices
      * Client management and managing travel partnerships, as well as generate new leads
      * Heavy telephone and face to face contacts, strategic exclusive travel partnerships and media/press releases
      * Provide weekly office conference calls and on-going sales training
      * Marketing and public relations including distribution of national press releases announcements, marketing initiatives and event planning

**PLUS 1 MUSIC GROUP** (Parent company Hill Ventures, Inc) September 1999 – July 2010

*Independent music label form by Tamia Hill, four-time Grammy nominee and Grant Hill’s wife*

###### Executive Assistant/Personal Assistant to CEO

* Part of the management team overseeing full-band, background vocals and dancers for tour travel
* Act as first point of contact for all requests regarding performances, in-person TV and radio interviews, promotions, meet and greets, and photo/video shoots. Booking all Wardrobe Stylists, Hair and Make up Stylists and Musicians.
* Performances/Photo shoots/Interviews include:

*Verizon Ladies First Tour,* City of Johannesburg, South Africa September2008, *Soul Train Awards 2009, July 4th Orlando performance w/ India Arie, Phoenix Suns Charity performance-March 2009, NBA All-Star Weekend 2009-*Canadian National Anthem performance*, Russell Simmons Hampton Arts Alive 2008,*

Washington DC audio/video LIVE album recording, Major city club tour (NYC, New Orleans, Dallas, Houston, LA, etc)

* *McDonald’s World Children’s Day, Rush Philanthropic-Russell Simmons Art For Life, Oprah Winfrey Show,*

*Live with Regis and Kelly, People Magazine, Green Golf Magazine* (Cover), *Homes of Color* (Cover), *New*

*York Times, Sport Illustrated, ESPN Sport Center, ESPN Magazine, USA Today, Arizona Republic, Orlando*

*Style, Orlando Sentinel-Christmas Day special,* H*eart & Soul* (Cover), *Today’s Child* (Cover), *Smooth*

(Cover), *Black Enterprise magazine, Essence, Jet, Sister 2 Sister, Players Club magazine, Lush magazine*

(Canada). Charity Efforts include: *Hurricane Katrina Relief effort, Habitat For Humanity, Make A Wish*

*Foundation*

* Oversee all aspects of music label practices, including complex scheduling, mechanical royalties, coordinating concert tourdates and logistics. Liaison between publicists, managers, agents, and producers.
* Stepped in as tour manager for 6 week *Verizon Ladies First Tour featuring Tamia, Missy Elliott, Alicia Keys and Beyonce,* overseeing 15 people and coordinating travel, budgets, appearances/interviews.
* Coordinate all activities for new album release, including studio times, equipment needs, finances, travel, and budgets.
* Manage travel logistics for all concert dates and speaking engagements across the country and internationally, managing band activities, distributing per diems and payroll, & coordinating wardrobe
* Direct creation and upkeep of Official website and other social networking sites for marketing and promotions.

**EDUCATION**

###### NORTHWESTERN UNIVERSITY, School of Professional Studies, Chicago, IL-Pursuing a certificate in Finance

* + - * UNIVERSITY OF MASSACHUSETTS, School of Management, Isenberg School of Business, Amherst, MA
      * Follett Corporation Scholarship Award recipient
      * ***Bachelor of Science,*** *Business Administration, Sport Management 1998*

**PROFESSIONAL AFFILIATIONS**

**Celebrity Assistants Association Current Member** for Los Angeles, New York and London, UK.

**Board Member positions-**Public Relations, NYC (former), Event Coordinator, London UK (former)

**INTERNATIONAL TEFL ACADEMY** Chicago, IL USA

TEFL/TESOL Certificate August 2012

• 150 hours of course work

• 20+ hours of student teaching practicum

**ESL English Teacher in China** (Chifeng, Inner Mongolia, Beijing and Chongqing) September 2013-2014