

ASHLEY LARIVE-AKINS

917.579.3158 | a.larive@att.net

PROFESSIONAL EXPERIENCE

EQUIVITY, Remote

October 2024-Present

Human Resources and Administration Consultant

- Manage strategic Human Resources processes and advise on policies, recruitment, software, training, retention, DEI and compensation.

INVISIBLE TECHNOLOGIES, Remote

March-July 2024

Executive Assistant to CEO

- Provide professional and personal administrative support to Australian-living CEO, Ben Plummer, at AI technology firm.
- Maintain executive calendar including scheduling meetings, appointments and special events.
- Coordinate extremely heavy domestic and international commercial travel, including complicated business itineraries.

BLOOMBERG ASSOCIATES, New York, NY

July 2019-January 2023

Executive Assistant to Partner

- Provided Executive support to C-Level Executive at Mike Bloomberg's philanthropic consulting organization.
- Executive calendar and contact management for Principal, as well as Sustainability Team staff as it overlapped with Principal's.
- Organized weekly schedule, led staff meetings and managed agendas. Managed team hours and submitted timesheets monthly.
- Utilized Concur to process Principal's expense reports, submitting them monthly. Coordinated corporate domestic/international travel arrangements.
- Led recruitment efforts alongside Operations team, including screening/interviewing. Onboarding new hires in conjunction with HR team.

** Personal time.*

RHODIUM GROUP, LLC, New York, NY

August 2018-April 2019

Chief of Staff & Executive Assistant to CEO

- Provided comprehensive administrative and personal support to Partner, Dan Rosen, at US-China based independent research firm.
- Answered and screened phones; oversaw email inbox and generated verbal and written communication on Partner's behalf. Maintained calendar.
- Coordinated extremely heavy domestic and international commercial travel, including complicated business itineraries. Travel arrangements included multiple legs, in several countries/cities, across time zones. Utilized Expensify software for substantive monthly expense reports.
- Monitored travel budgets. Negotiated speaking reimbursements, including honorariums. Handled invoicing, billing clients and non-profits.
- Served as primary point of contact for Salesforce CRM and New York office IT requests and troubleshooting.

**Position eliminated.*

PROSIRIS CAPITAL MANAGEMENT, LP, New York, NY

April 2016-January 2018

Executive Assistant to CEO

- Provided Executive support and personal assistance to Founder/CEO/CIO, Reza Ali, at investment management firm.
- Gatekeeper; screened communication with shareholders, management, investment team and clients; conference calls, meetings, lunches and dinners.
- Managed extensive executive calendar. Maintained personal calendar. Drafted correspondence. Arranged domestic/international travel and itineraries.

**Firm lost significant revenue; voluntary departure due to budgetary concerns.*

FORTRESS INVESTMENT GROUP, LLC, New York, NY

March 2014-February 2016

Executive Assistant to CEO

- Supported Founder/CEO/CIO, Mark McGoldrick, of Mount Kellett Capital Management, acquired by Fortress Investment Group in 2015.
- Served as gatekeeper; screened all incoming communication from executives, board members, clients and associates.
- Managed calendar including scheduling meetings, appointments and special events.
- Coordinated domestic/international travel including private/commercial flights. Created itineraries for CIO and clients.
- Arranged complex domestic/international travel and entertainment for CIO's wife and three children, including air and ground transportation. Created complete itineraries and tracked all travel real-time to report movements back to CIO.
- Assisted CIO's son with gap-year travel planning, including research and enrollment.
- Special projects included pitch book production, purchasing, expense reporting and reimbursements.
- Assisted the Associate Director of Investor Relations with planning and coordinating biannual Board of Directors meetings.

**Mount Kellett team eliminated after its acquisition by Fortress.*

CONFIDENTIAL PRIVATE ARTIST, New York, NY**July 2012-March 2014****Chief of Staff**

- Managed the artist's personal and professional life, her multiple homes, home offices and studios, and special architectural projects.
- Maintained professional and personal calendars and coordinated extensive travel arrangements.
- Supervised the shipment, installation and deinstallation of artwork. Oversaw art storage and conservation.
- Liaised with galleries, museums and vendors. Managed personal and professional staff in New York and Tel Aviv.

**Resigned; artist mandated increase from 5% to 70% travel alongside her.*

KING STREET CAPITAL MANAGEMENT, LP, New York, NY**August 2010-May 2012****Chief of Staff & Executive Assistant to CEO**

- Provided professional and personal administrative support to CEO, Brian Higgins, at private investment management firm.
- Personal calendar and contact management for CEO and spouse, as well as household and office staff.
- Managed staff at two New York properties and provided in-home support.
- Handled household staff recruitment including screening/interviewing, running background checks, creating trial checklists, checking references, maintaining household staffing database and on-boarding/off-boarding.
- Organized weekly staff schedule; conducted staff meetings, addressed and supported daily staff requirements and concerns, managed staff timesheets, processed biweekly payroll and staff expense reports.
- Coordinated personal domestic/international travel arrangements. Provided assistance with trip preparation.
- Event planning for children's parties and household cocktail and/or dinner parties. Coordinated with the House Manager and Chef.

**Resigned; position transitioned from 100% office-based to 50% working in CEO's home.*

MOORE CAPITAL MANAGEMENT, LP, New York, NY**March 2007-March 2010****Traveling Executive Assistant to CEO**

- Traveled alongside and provided professional and personal administrative support to CEO, Louis Bacon, of private investment management firm.
- Advised staff at both domestic and overseas properties. Liaised with property managers and family members.
- Acted as gatekeeper and liaison. Screened communication with senior executives, board members, shareholders and clients.
- Drafted correspondence, answered phone calls, assisted visitors and set up conference calls and internal/external meetings.
- Maintained calendar including scheduling meetings, interviews, appointments, and special events. Coordinated domestic/international travel and entertainment on CEO's privately owned plane. Created both corporate and personal itineraries.
- Managed contacts including large Outlook and Excel databases. Coordinated and handled mass mailings.
- Maintained CEO's inventory of office supplies and equipment, mailings and international shipments and extensive filing systems.
- Performed personal household duties such as light property management and personal shopping.

**Resigned; chairman mandated increase from 75% to 100% travel alongside him.*

PREVIOUS EMPLOYMENT

CHOICEMAKER TECHNOLOGIES, INC., New York, NY – Executive Assistant to CEO	2003-2007
AGILE EQUITY, LLC, New York, NY – Executive Assistant to Partner & Office Manager	2002-2003
HUNTER COLLEGE MFA STUDIO BUILDING, New York, NY – Assistant to Building Manager	2001-2002
MULTIWAVE DIGITAL SOLUTIONS, Plano, TX – Executive Assistant to EVP	2000
DAVACO, Dallas, TX – Executive Assistant, Accounting Department & CEO	1999-2000

EDUCATION

Arizona State University, Phoenix, AZ	2026
• Master of Science, Addiction Psychology	
Hunter College, The City University of New York, New York, NY	2004
• Master of Fine Arts, Sculpture and Painting	
The University of North Texas, Denton, TX	2000
• Bachelor of Fine Arts	
Major: Drawing and Painting; English	

SKILLS & CERTIFICATES

- Mac & PC; Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, OneDrive), G-Suite, Adobe Acrobat, Salesforce, Concur, Expensify, GRAM, SharePoint, Conga Contracts, QuickBooks, Quicken, LastPass
- Evolution Travel Academy – Travel 101 Certificate