



Allison [REDACTED]

Current Location: Jupiter, FL

US Cell Phone: [REDACTED] Email: [REDACTED]

Nationality: American with VALID passport

DOB: 1987 Single/Non-smoker/Healthy

Willing to get VACCINATED

OBJECTIVE

To work with a top company helping market and broker larger, high-value yachts and services on a regional or international basis. I would like to help clients take the stress out of purchasing and ownership while increasing company growth and client loyalty. For the last 10 years I have worked in the yachting industry gaining valuable experience that can help maximize owner/charter enjoyment and loyalty. I can utilize my experiences as a crew member, manager, and charter assistant to provide exemplary follow up and after-sale service and help support brokers so that they succeed and exceed client expectations. I am extremely personable, reliable, and have the ability to listen and learn in order to complete whatever job tasks with the highest level of efficiency. My can-do attitude brings strong teamwork, dependability, and appreciation for the privilege it is to have the ability to work in the yachting industry.

CERTIFICATIONS

- STCW '95
- PADI Advanced Open Water Certification
- 100ton Master of Inland Coastal Waters- (currently expired but working towards relicensing)
- American Red Cross CPR and First Aid Certificate
- American Sailing Association Basic Keelboat Certificate
- American Red Cross Emergency First Responder
- American Red Cross Waterfront Lifeguard

PROFESSIONAL EXPERIENCE

August 2024- Present

M/Y [REDACTED]

First Mate/Deck Stew

- Responsible for exterior maintenance including wash downs, polishing, waxing, teak maintenance
- Tender Operator and maintenance of two vessels
- A fishing flatboat Hellsbay and inflatable tender
- Check project list and follow up on project/repairs
- Walk-through vessel and check for water leaks, and confirm function of daily use systems, such as ACs, lights, icemakers, refrigerators, etc.
- Opening all bldges, checking for water, leaks, hydraulic leaks, standing water, etc.
- Confirm function of bilge pumps, bilge pump, float switches, and high water alarms
- Monitoring headhunter system
- Back flush system, then reset and normal operation
- Wash down exterior
- Check exterior detail schedule
- Check freshwater level
- Confirming functions of AV systems in all rooms plus Starlink system
- Taking care of all air-conditioning units on board, including cleaning C strainer, air filters, and switching AC raw water pump/cold water pumps
- Clean AC condensate pan/drain lines
- Checking expiration dates on all fire systems
- Waxing and detailing the exterior of the vessel
- Also responsible for maintaining the estate for current owners, including all cleaning and maintenance for the estate and managing luxury automobiles
- When owners and guests are on board responsible for bartending, all service, elaborate table, decorations and settings, creating large charcuterie boards, and assisting Chef with all events and meals
- Interior cleaning and detailing, including bed, making, detailing the heads, and turn downs

November 2022-Present



Owner/President

- Developed yacht owner relationships to become a central listing agent/charter broker
- Networking with all yacht charter companies from New York, Florida, and aboard to offer more opportunities for client growth and retention.
- Developed marketing strategies for vessels under central agreement including producing a world class website used for displaying charter yachts making it easier for clients to book charters, printed brochures, and video presentations.
- Successfully organized charter yachts for display at charter events and boat shows including photoshoots, and video production.
- Produced marketing materials for social media, website, and peer to peer networking.
- Established corporate partnerships to promote Valparaiso Yachting & Charters including restaurants, hotel concierge's, real-estate companies for corporate outings.

- Created and hold escrow accounts to successfully receive charter proceeds and distributed funds to yacht owners that had successful bookings.
- Created proposals for yacht owners interested in becoming legal charter operations.
- Maintain/ develop successful relationships with charter clients in order to retain and continue booking charters.
- Utilized legal charter contracts and educated myself about what determines a vessels capability in becoming legal charter operations.
- Interviewed crew for charter vessels and managed a team of stewardess's, captains, and mates to facilitate charters for yacht owners.
- Assisted yacht owners with scheduled maintenance programs to ensure vessels safety preparedness and ensured legal charter operation.
- Prepared presentations and proposals for yacht owners looking to list vessels for charter including price structure and explanations as to how charter operations work across several charter platforms.
- Managed vessels under yacht management contracts and assisted yacht owners with repairs, crew consultation, interior/exterior maintenance

December 2021- March 2022

██████████

Administrative Assistant

- Listing department: responsible for the intake of all new yacht listings and creating brochures that could be posted on several different yacht brokerage sites.
- Familiar with boat wizard, campaigner managers, Adobe photoshoping all raw image editing editing the brokers listing descriptions.
- In charge of all boat shows, organizing yachts to be shown, designing booth displays, responsibilities for show set-up & breakdown, all marketing materials printed and distributed, retained clients, managed client registration and information collection.
- Broker Liaison; managing over 250 brokers and licensing, website design, individual liaising coordination.

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March 2021-Present (Still assisting company when needed)

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Stewardess/Cook/ Charter Assistant

- Managed all charter bookings and reservations for charter clients
- Assisted the owners in coordinating charters throughout the Caribbean, New England, and Florida
- Developed new methods for the company to acquire new clients utilizing social media marketing, magazine article publication, and other local media companies (News 12, Newsday, Hamptons Magazine)
- Provided travel itineraries, negotiated contracts, provided support to other brokers and crew

- Stewardess duties onboard included detailing interior, provisioned for charters, served and attended charter guests while on charter.

January 2021- Present

Ocean Alexander 100ft

Chief Stewardess/ Chef/Executive Assistant

- Interior duties onboard vessel- detailing, laundry, provisioning
- Cooking for private owners and crew, hosted dinner parties onboard for over 30 guests
- Coordinated all local and international travel plans- familiar with US customs etc.
- Managed wear house with 22 Antique cars: (including service appointments, detailing, maintenance)
- Inventory of all ware house contents and storage locations
- Wine cellar- knowledge of wine inventory program, ordering, and restocking all wines
- Responsible for 2 guest condo's- cleaning, maintenance, guest coordination,
- Daily calendars, e-mails, accounting and scheduling for owner using Microsoft Office platform
- Estate management- vendor appointments, repairs, cleaning, maintenance of all estate systems

November 2020- Jan 2021

Princess 65, 90 Riva, 54 Sun seeker

Freelance Deck/Stew

- Provisioning
- Tender operator
- Line handling, deck duties, detailing, wash-downs
- Light cooking
- Stewardess duties
- Interior detailing

July 2020- November 2020

[REDACTED]

Azimut 66Fly

Private & Charter Stew/deck/mate

- Tender operator and water sport instructor/instruction
- Line handling, deck work, detailing, wash downs
- Provisioning for both charter guests and owners
- Light cooking/ Stewardess duties
- Coordinating daily excursions for charter guests and trips with owners
- Responsible for all of the interior and assisting Captain with exterior cleaning/detailing

March 2019-April 2020

[REDACTED]

- Paralegal/Office Administrator
- Conduct Client interviews, coordinated initial client intake, and wrote/organized retainer agreements prior to attorney/client interviews
- Investigations, statistical and documentary legal research
- Drafted legal documents, correspondence, and pleadings
- Summarize depositions, interrogatories, and testimonies
- Handled monthly invoicing/payroll and office bill pay
- Operated all software systems including, Quick books, Microsoft Office, TABS3, Clio, United States Unified Court Systems computer programming
- During COVID we utilized ZOOM, SKYPE, and Microsoft teams platforms to communicate with our clients remotely and continue business despite environmental concerns

December 2011- June 2012

[REDACTED]

80ft Ocean Alexander

Mate /Cook/deckhand/stew/engineer

- Cooking three meals a day for private owners and 3 crew
- Weekly Food Inventory/provisioning
- Line handling, exterior detailing, maintained all running systems
- Tender operator
- Guest entertainment and activities coordinator
- Scuba guide/ free dive instruction

February 2010 - December 2011

[REDACTED]

65ft sloop

Cook/ Deckhand/Engineer

- Cooking 3 meals a day for 24 guests and 6 crew
- Planning menu for week long charters
- Weekly Food inventory /ordering
- Line handling /sail managing,
- Night watch/navigation
- Engineering of all major systems including generator and water maker maintenance
- Dive deck duties including tank fills and assistance with guests into and out of water for dive excursions
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October 2010-February 2011

[REDACTED]

Private/Charter

105ft Custom Sail

Deckhand / Mate/Stew

- Boat maintenance including exterior detailing, wash downs,
- Tender operator
- Night watch

- Stewardess duties/ light cooking

June 2003- August 2010

[REDACTED]

Various vessels power and sail from 18-30ft

- USCG Captain/Head Instructor/Director of Marine and Environmental Programs for Elementary & High School Students/Varsity Dinghy/keelboat coach.
- Boat maintenance for all vessels including bright work, fiberglass repair, bottom painting, varnishing
- Responsible for hosting and coordinating Regattas for North East Quadrant.
- Marine Science teacher for grades 9-12
- Organized hands on field trips/educational lectures & lesson plans

July 2008-November 2009

[REDACTED]

84ft Schooner

Deckhand

- Deck hand, sail managing
- Night watch
- Responsible for entertaining guests
- Cleaning and support
- Educational sails about historical schooners, celestial navigation, and local marine ecology.

May 2006-2009

[REDACTED] Port Jefferson, New York)

Launch Vessel 30ft Crosby

Launch Captain/ Dock Master

- Record keeping of all moorings/mooring leases: inventory of all docks/dock equipment bought/sold
- Recorded daily amounts of fuel sold and measured levels of fuel tank.
- Responsible for scheduling and employment/ employee issues.
- Supervision of all launch vessels and operators
- Booking reservations and guest accommodations.
- Coordinated Storm preparations with vendors and marina tenants, storm preparedness schedules and watch keeping.

May 2009-November 2013

[REDACTED] Port Jefferson

Launch Vessel 30ft Crosby

- USCG Captain/ Dock Manager
- Assisted owner with scheduling operations
- Captain of Launch Vessels and Tow Boats

- [REDACTED] (Riverhead, NY)

- Deckhand and Educator aboard 86ft discovery cruises
- Life guarded Tropical Snorkel Adventure and educator of interactive tropical snorkel adventure

September 2005-May 2009

- Graduated with *Bachelor of Arts, Concentration in History*

HOBBIES AND INTEREST

Sailing, swimming, SCUBA diving, snorkeling, Horseback riding and my Family.

[illegible]