

ANNE TROP

Mobile (425) 301-7879

annetrop@hotmail.com

Outstanding administrative, organizational and project management abilities. Experienced in managing complex schedules and travel arrangements, creating databases and spreadsheets, planning and managing special events. Superb in anticipating personal and professional needs.

Excellent interpersonal, presentation and communication skills: Works effectively with a wide range of personalities and styles throughout all levels of an organization. Calm under pressure, resourceful, resilient and adaptable.

Effective writer: Professional correspondence with complete attention to accuracy and detail.

Computer Skills: Proficient with MS Office (Word, Outlook, Excel and PowerPoint) and MAC, Type 65+wpm.

EXPERIENCE:

2020 – Ready to get back to the other job I love.

2002 – Present - **MOTHERHOOD**

PERSONAL ASSISTANT - Vancouver B.C., Montreal, Canada; Los Angeles, CA; Oahu, HI; Tucson, AZ,

2002 – **I SPY** - Betty Thomas, Director

2002 – **THE ADVENTURES OF PLUTO NASH** - Ron Underwood, Director

1998 – **MIGHTY JOE YOUNG** - Ron Underwood, Director

1993 – **TOMBSTONE** – Jim Jacks, Producer; George Cosmatos, Director

1992 – **THE BODYGUARD** - Mick Jackson, Director

1991 – **L.A. STORY** - Mick Jackson, Director

1990 – **BAD INFLUENCE** - Curtis Hanson, Director