



## Daniela Soraya Drake

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### Professional Summary

Versatile and unwaveringly dedicated professional with a rare blend of executive support expertise, business development acumen, and human connection. For over a decade, I've orchestrated the details behind powerful leaders and thriving companies —balancing precision with intuition. My proudest moment remains serving as a certified interpreter for Spanish-speaking first responders during New York City's rescue, recovery, and demolition efforts, where I was formally recognized by the NYC Commissioner and the DEA for distinguished service. I bring that same resilience, discretion, and purpose-driven focus into every professional pursuit.

### Professional Experience

#### **A&M Business & Tax Services, Inc.** Executive Assistant (Temp.)

03/2026 – Present | New York, NY (Remote)

- Screen and validate potential clients
- Maintain an ever-changing calendar
- Prepare tax documentation and open new business, ie: corporations, LLC's, etc.
- Process all invoices and business expenses
- Arrange all family appointments as necessary
- Make myself available on a 24/7 basis

#### **BroadStar, Inc.**

08/2024 – 3/2026 | West Palm Beach, FL

#### Manager, Lead Cultivation & New Business Development

- Spearheaded strategic partnerships and client acquisition initiatives that expanded BroadStar's revenue stream by over 600%, significantly strengthening the company's market presence and profitability
- Generated new business through strategic outreach and partnership development
- Engaged with HOA members, community owners, and board representatives to deliver tailored presentations that aligned BroadStar's services with their community needs
- Managed and attended national trade-shows on behalf of BroadStar to market the company, promote services, and cultivate long-term relationships with vendors and industry partners
- Oversaw the lead generation department, ensuring consistency and performance across all sales initiatives
- Conducted 50+ daily outreach calls to potential prospects
- Canvassed key Florida markets to identify and secure new business opportunities
- Coordinated food and beverage events at properties served by BroadStar
- Managed the calendar and logistics for the Sales and Marketing Department
- Promoted after seven months of employment in recognition of exceptional performance and leadership

#### **Spartan Laboratories, Inc.**

08/2022 – 08/2024 | Boca Raton, FL

#### Personal/Executive Assistant to President & CEO, Matthew Lopez

- Managed complex calendar, meetings, and communications for the President and CEO
- Handled high-volume phone and email correspondence with efficiency and discretion
- Coordinated comprehensive domestic and international travel logistics
- Served as the point of contact for clients, consultants, and vendors
- Processed invoices, prioritized billing statements, and maintained accurate records
- Managed six Airbnb properties, resolving operational and maintenance issues daily
- Oversaw personal tasks such as vehicle purchases, pet care, and errands
- Assisted sister laboratory in Texas with operational and administrative needs.
- Appointed Head of Human Resources within two months for exceptional leadership

**New Towne Properties, Inc.**

03/2018 – 07/2022 | Saint Petersburg, FL

Director of Operations / Property Manager / Leasing Agent  
(Waterside Village Apartments & Serenity Creek Apartments)

- Directed operations for two residential communities totaling 198 units, achieving maximum occupancy and revenue
- Converted C/D Class properties to A/B
- Redefined tenant profiles to increase property value and streamline leasing operations
- Handled leasing, tenant relations, evictions, and financial collections
- Supervised maintenance and administrative teams, vendors, and contractors
- Maintained property aesthetics, safety, and operational standards
- Prepared leases, managed inventory, ensured adherence to Fair Housing Laws, and collaborated with Section 8 representatives
- Managed and oversaw 20 employees
- Collected rents and maintained upkeep of both residential properties
- Responsible for the sale of both assets at over-market price

**Keller Williams Landmark Realty II**

01/2016 – 01/2018 | New York, NY

Licensed Real Estate Salesperson

**Douglas Elliman Real Estate**

12/2014 – 12/2015 | New York, NY

Licensed Real Estate Salesperson

- Executed all aspects of property sales and acquisitions for hundreds of clients

**David Barton Gym Corporate Office**

05/2008 – 06/2014 | New York, NY

Personal/Executive Assistant to CEO and President, David Barton

- Served as single point of contact for David Barton and all seven David Barton Gym locations, nationally; managing all communications
- Managed an extremely complex and ever-changing calendar for CEO and COO
- Drafted correspondence and handled confidential matters with utmost discretion
- Coordinated global travel arrangements, meetings, and agendas
- Liaised between departments, marketing, and PR to support major media campaigns
- Oversaw personal finances, managed multiple residences, and supervised household staff
- Supported the CEO's family and represented the company at national locations

**Education**

BMCC, CUNY – Associate's Degree in Arts | Major: Business | Minor: Marketing

Baruch College, CUNY – 50 credits shy of Bachelor's | Major: International Business

**Skills**

Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams, SharePoint), Asana, Google Suite, ChatGPT, Rent Manager, Clio, HubSpot, Social Media, Mac/PC, HubSpot, PipeDrive, Grok, Perplexity, Claude

**Languages**

Fluent in Spanish (speaking and writing); professionally trained interpreter.

**Certifications / Licenses**

- Licensed Florida Notary Public
- 6 Grace Hill Certifications (expired 2023, information retained)

**Additional Relevance**

- First real estate contract valued at \$6 million (verifiable)
- Generated \$2 million in real estate sales in 2017 (verifiable)

