

## DIANA LEE



Diana is a seasoned virtual administrative professional with over 20 years in administrative and client management roles. Her expertise lies in leveraging exceptional organization, adept client management, and clear communication to drive success.

Proficient in calendar management and office administration, Diana excels in providing comprehensive support while adeptly navigating various technical platforms. Her proficiency in managing schedules, coordinating meetings, and ensuring seamless office operations is outstanding.

Beyond her professional prowess, Diana channels her creativity and passion into baking treats and decorating cakes. She enjoys crafting as a form of relaxation to allow her creative side to shine.

While dedicated to her professional endeavors, Diana cherishes quality time with her family and finds joy in the company of her beloved Yorkie, Remi. Her commitment to balancing professional excellence with personal interests reflects her well-rounded and vibrant nature.

Diana can be reached at +1 (212) 537-6897 or at [dlee@chatsworthconsulting.com](mailto:dlee@chatsworthconsulting.com).