

DEE STOFKO

CAREER SUMMARY

Summary – After a nine-year career as a professional ballet dancer with The Ballet Folk of Moscow, Idaho (now Ballet Idaho) and Dallas Ballet, I spent five years as an Executive Assistant for two financial/brokerage firms and twenty years as an Executive Assistant to Berry R. Cox, the son of Edwin L. Cox for whom the business school at SMU is named.

EDUCATION

BFA – University of Cincinnati, College Conservatory of Music, Ballet

EXPERIENCE

3/91 – 7/11 **Berry R. Cox, Inc.**
Executive/Personal Assistant to Berry R. Cox
Executive Assistant to Chief Investment Officer

Responsibilities involved tracking returns from various investments including hedge funds and individual equities, maintaining database of hedge fund managers, interacting/communicating with high net-worth individuals, typing correspondence, scheduling calendars, planning domestic and international trips, tracking plane usage and ordering personal items for Mr. Cox. I have extensive working knowledge of Microsoft Office.

1/89 – 3/91 **Bear Stearns**
Executive Assistant to Carlos Sharpless, Public Finance

Responsibilities involved preparing Request for Proposals which included graphics and spreadsheets, as well as maintaining correspondence, calendars, etc. I earned a Series 7 stockbroker's license while there.

8/86 – 1/89 **Prudential Bache**
Executive Assistant and Office Manager, Fred Cornwall, Public Finance

Responsibilities involved preparing Request for Proposals which included graphics and spreadsheets, as well as maintaining correspondence, calendars, etc.

1979-1982 **Dallas Ballet, Dancer**

1974-1978 **Ballet Folk of Moscow, Idaho, Dancer**