



# The Pelham Weekly

## **Pelham Resident Jill Glist Expands Her NYC Business Supplying Personal Assistants Into Westchester**

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Pelham resident Jill Glist has opened a branch of her company, Lambent Services New York City, to serve Westchester County and Connecticut, supplying personal assistants on a long-term, part-time or per project basis.

Until now, her agency placed personal assistants only in people's homes, offices or home offices in New York City. Lambent Services was founded by Ms. Glist, a resident of Pelham Manor since 2006.

For years, Ms. Glist has been using personal assistants in her own home to help her with the running of her household which includes her husband and two children. "I realized there is a big need for a company like ours in Fairfield and Westchester counties," said Ms. Glist.

"The current economy gives us access to amazingly qualified people who are interested and available to work as personal assistants," she added. "Everyone needs some personal help, and the best person to get it from is someone who is efficient and intelligent. Most of our assistants are often from highly competitive, top tier and sometimes Ivy League schools, and are available to work part-time because they have elected to follow a non-traditional career path."

The new branch office is located in Westchester and already has an impressive pool of assistants who are highly educated (one speaks four languages) and hold college degrees (some have a Master's). These assistants include a former Director of Media Operations; a former assistant editor of "Vogue"; a former publisher; a project manager who has handled million dollar renovation projects; a former election campaign advisor; a yoga teacher; a decorative arts expert; a former assistant to a director of a large company; a

former celebrity nanny; a marketing analyst; an attorney; a stock trader; a former art director/ packaging designer; a health and wellness expert and a former assistant to a CEO.

All assistants placed by Lambent Services go through a rigorous interview process and a thorough background check.

Among the many things a Lambent personal assistant can do are: transform a makeshift at-home office into a working office; sort through boxes of paperwork and business cards; organize closets; organize kitchens; clean out a garage; organize a yard sale; figure out a purging and filing system for documents; set up auto-pay billing; tax prep; bookkeeping; decorating; party planning; running errands; buying groceries; composing letters; writing school and grant applications; booking flights; paying bills; returning calls; retrieving dry cleaning; bookkeeping; computer set up and maintenance; correspondence; diet design and supervision; editing; exercise enforcement; health insurance reconciliation; hiring other staff; internet research; meal preparation; packing and unpacking for travel or for a move; photo organization; and second home maintenance.

To contact the new Lambent Services branch dedicated to serving Connecticut and Westchester, call the Director, Geraldine Sheridan, at: 914-338-7225. The company web site is [www.lambentservices.com](http://www.lambentservices.com).