

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Household Personal Assistant - Company / Location

MONTH YEAR - Present

- Identified and delegated tasks for household projects, increasing overall home cleanliness by 86%.
- Coordinated family member calendars to boost efficiency, increasing client satisfaction by 45%.
- Recorded, updated, and re-stocked inventory of cleaning supplies, decreasing supply delays by 74%.
- Built positive relationships with vendors, increasing vendor loyalty by 25% and client satisfaction by 53%.
- Collaborated with staff to identify projects requiring contractors and vendors, increasing employee retention by 37%.

### Household Personal Assistant - Company / Location

MONTH YEAR – MONTH YEAR

- Recorded, organized, and updated storage inventory based on household needs, saving \$4K annually.
- Ensured zero household safety incidents by arming the security system, locking doors and windows, and changing locks every month.
- Prepared home by cleaning and hiring event staff for social events three times a year.
- Coordinated with vendors for decorations and catering, increasing efficiency by 24% and saving \$2K in event costs.
- Communicated with the other household staff, and assisted with monthly schedules via email and phone calls, increasing the number of household project completions by 49%.

### Project Experience

- Was responsible for organizing and compiling personal and business calendars for high-profile clients, ensuring they got to their events on time.
- I needed to build close relationships with many family members that were difficult to work with. Often, this involved turning down family members for money requests.
- Worked to get brand deals for the client and raise their profit margins by significant amounts.

## Education

### High School Diploma - Fox Chapel Area High School

September 2004 – June 2008

- GPA: LIST
- AWARD
- AWARD

### DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Critical thinking
- Call handling
- Client collaboration
- Time management
- Grant negotiation

## Licenses & Accreditations

### Licenses & Accreditations

- Certified Legal Secretary
- Advanced Certificate in Executive Assistance
- Project Management Institute's Certified Associate in Project Management