
CELEBRITY PERSONAL ASSISTANT RESUME

Objective:

To obtain the Celebrity Personal Assistant position that will expand and develop my skills.

Summary of Skills:

- Certified personal assistant with experience in creation and production of film, video, photography and music
 - Solid understanding of film schedules and film related timings
 - Ability to deal with high-level relationships in a sophisticated manner both internally and with clients and new business prospects
 - Familiarity and experience working in a highly demanding environment
 - Excellent Verbal and Written Communication Skills
 - Amazing ability to produce quality work on short deadlines
 - Proficient with MS Word, Excel and Outlook
 - Great ability to keep official files, records and conversations confidential
 - Ability to handle phone calls, email and fax
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Work Experience:

Celebrity Personal Assistant, August 2005 to till date
Unknown / Fogarty Knapp & Associates (Greenwich, CT) / ???

- Assisted in managing complex schedule and meeting requests.
 - Arranged business and personal travel (both private and commercial).
 - Daily monitored newspapers, deals and consumer publications for related articles and prospects.
 - Researched and analyzed various requests and business leads.
 - Collaborated with the executive of Publication Company and ensured collection of press and availability for distribution.
 - Received and maintained private digital photo collection.
 - Assisted to manage and coordinate personal shopping and medical appointments.
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Education:

Bachelor's Degree in Business, St. Louis University, St. Louis, MO

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