

# PERSONAL ASSISTANT RESUME

A personal assistant is similar to a secretary in that these individuals are often responsible for handling telephone calls, scheduling, and other needs of their employers. They often work in fast-paced settings and may be required to travel along with their employers, too. Some of the skills that are needed in order to be successful include listening and communication, interpersonal abilities, organization, and problem-solving.

Your personal assistant resume will vary based upon your own inherent skills and abilities as well as the stage of your career. While you may not need a degree for some employers, others may prefer at least an associate's degree or experience in the field. Here are three personal assistant resume format samples that you can customize to your own unique needs.

## Entry Level Resume

There are no formal education requirements to become a personal assistant, but because the job often comes with much responsibility, employers may prefer college education. Below, Olivia Sanchez provides a strong objective statement and goes into detail about her education in this personal assistant resume example. She highlights relevant coursework throughout high school that helped her to prepare for this position as well as experience in cleaning and childcare.

### Olivia Sanchez

1421 James Allen Place, San Francisco, CA94101  
(415) 645-4545, [email]

## OBJECTIVE:

Detail-minded and organized personal assistant with college degree seeks a position in which her communication, child management, culinary, and accounting skills can be fully utilized.

## EDUCATION:

### Mayberry High School

High School Diploma w/Business Focus, 2014  
Grade Average: A-

#### Relevant Coursework

- Home Economics
- Computer Science
- Introduction to Accounting
- Economics
- Microsoft Word and Excel

### Babysitting and Housecleaning

Babysat for several children of all ages throughout high school many great references available upon request. Was responsible for meal preparation, entertainment, and infant care. Also worked for several clients as a weekly housecleaning assistant. Was responsible for dusting, vacuuming, laundry, etc.

## MAJOR STRENGTHS:

- Can proactively address the needs of clients; able to perform tasks without instruction or supervision.
- Organized and able to manage time well.
- Keen eye for details; able to pick up on potential problems and resolve them before they become issues.
- Proven ability to prepare wholesome meals for even the most finicky children and families; understands many special-needs diets including low-fat, low-sodium, and gluten-free meal preparation.
- Able to budget wisely and find cost-cutting solutions for food, household supplies, utilities, and more.
- Willing to work long and unusual hours or be on call as needed for clients.
- Works well with small, school-age, and teenage children; also experienced in infant care.
- Advanced First Aid and CPR certified

## TECHNICAL SKILLS:

- Understands basic computer operations
- Internet-savvy

- Can use Excel spreadsheets for budgeting purposes.
- Able to provide weekly, monthly, and/or annual expense reports

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## ADDITIONAL SKILLS:

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- Trustworthy with sensitive information.
- Dependable with a strong work ethic.
- Able to lift heavy objects as needed.
- Can follow detailed directions and learns quickly.

### Mid-Level Professional Resume

A mid-level professional can boast a few years of experience with at least two different clients. Here, it is important to highlight your most important skills and any specialty areas, whether this involves childcare or culinary skills. Below, Louise Maynard, who has just moved to the Trenton area, first details her most important qualities but then goes on to describe her experience with two employers in this personal assistant resume sample.

#### **Louise Maynard**

415 Covington Way • Trenton, NJ 08601 • (609)812-5479 • [email]

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## PERFORMANCE SUMMARY:

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Experienced and recommended personal assistant seeking employment in the Trenton area with an individual or family who is interested in culinary, cleaning, budgeting and shopping assistance and/or child-rearing skills.

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## CORE COMPETENCIES:

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- Outstanding child care provider with years of experience.
- Proven meal-planning, budgeting and culinary abilities.
- Fluent in Spanish.
- Able to provide basic accounting services including recordkeeping, bill payment, and bank account monitoring.
- Effective housecleaning knowledge; able to follow directions so that tasks are completed according to employer preference.
- Results-driven, dependable, trustworthy, organized, and hard-working.

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## SELECTED ACHIEVEMENTS:

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- Letters of recommendation from both of my previous clients in California.
- Assisted clients with budget creation, advice on saving money, other financial aspects.
- Performed a wide variety of duties in short periods of time; sometimes traveled great distances to meet the needs of clients.

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## PROFESSIONAL EXPERIENCE:

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Andrew Haycraft, Lawyer – Los Angeles, CA.

**Personal Assistant**, 9-2010 to Present

- Assist Andrew Haycraft in everyday activities around the home, including the preparation of meals and childcare when his children visit on weekends.
- Create and adhere to a household budget for food, utilities, allowances, etc.
- Responsible for keeping the home clean and tidy.
- Contact plumbers, electricians, HVAC mechanics, etc. and ensure their timely payment when needed.
- Oversee the duties of other hired individuals including the pool attendant and gardener.

The Yoder Family

**Personal Assistant**, 8-2008 to 9-2010

- Personal assistant for a family of six, including husband and wife with four children ages 6 months, 8 years, 10 years, and 17 years.
- Lived on family property; assisted with everything from meal preparation and cleaning to laundry and homework as needed.

- Regularly worked long hours when children were sick or when deadlines for tasks needed to be met.

#### Experienced Professional Resume

While a personal assistant may work in family homes, the most experienced individuals may work for one individual in particular in both a home and office setting. In this case, your personal assistant resume needs to reflect your flexibility and knowledge. Andrew Hollman describes his primary skills, such as his knowledge of software and budgeting, in the personal assistant sample resume below, but he also focuses on his responsibilities with past employers.

#### Andrew Hollman

2316 Poinsettia Circle

Charlotte, NC 28201

Phone: 704/994-2145

[email]

#### Personal Assistant

#### Proven and Accomplished Personal Assistant Familiar with Home and Office Settings

Incredibly experienced and versatile personal assistant seeks a client in need of organization at home and/or in the office where skills such as professional communication, attention to detail, and proactive problem-solving can be fully utilized.

- Administrative and personal support
- Self-starter, dependable
- Incredibly flexible time schedule
- Understands office basics
- Leadership skills

- Needs assessment
- Windows/Mac
- MOS Specialist Certificate
- CPR Certified
- Friendly and outgoing disposition

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### PROFESSIONAL EXPERIENCE:

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#### Lorne Michaels

10/2011 – Present

#### Personal Assistant

Work with Miss Michaels, a professional author and motivational speaker, to assist in scheduling and everyday activities. Often accompanies the client on business trips, but also stays behind to handle home needs from time to time. Schedule appearances in schools as well as national conferences, and tends to personal errands as dictated by the client.

#### Selected Results:

- Worked with Miss Michaels to help implement a more stress-free schedule.
- Assisted the client in setting up a smartphone with appointment reminders to help her stay on track.
- Devised a household budget; work with other staff to maintain that budget.

#### Kathleen Rothschild

12/2007 – 10/2011

#### Personal Assistant

Served as personal assistant to Ms. Rothschild from Christmas 2007 until her passing in October 2011. Was hired by her daughter, Rolanda, to oversee her day-to-day needs. Worked directly with several home care nurses; assisted Ms. Rothschild with activities such as bathing, meal preparation, housework, and errands.

#### Selected Results:

- Received regular commendation from the client regarding the provided services.
- Was provided a Letter of Recommendation by Rolanda Williams, which is available upon request.

#### James K. Madison, MD

8/2001 – 12/2007

#### Personal Assistant

Was hired directly out of high school by James K. Madison, MD, to act as his family's in-home personal assistant. Was responsible for budgeting, cleaning, cooking, and basic child care. Was asked to replace Dr. Madison's personal office assistant in 2004 after her retirement. Since then, I have been responsible for answering telephones, scheduling appointments, and seeing to my client's personal needs. Dr. Madison retired in December and no longer needs my services.

#### Selected Results:

- Spent six years with Dr. Madison's family. Built close relationships and became part of the family.

- Proven organizational skills and trustworthiness; was responsible for budgeting for both Dr. Madison's home and office.
- Learned the fundamentals of office administration and homemaking.

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## EDUCATION and TRAINING:

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### **High School Diploma**

Westminster High School – 1997

### **Bachelor's Degree in Business Administration**

University of North Carolina – 2001

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