

Full Name
City, State



QUALIFICATIONS

- 10 years Professional Work Experience
- 5+ Year Childcare Experience
- Experience working with High-Profile clients
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PERSONAL ASSISTANT EXPERIENCE

Mrs. Beth Jones **Beverly Hills, CA** **2010-2013**

Personal Assistant

Provided full-time assistance to high-profile mother of two. Responsible for answering calls, planning parties and organizing the household. Chauffeured the children to and from school, was responsible for dropping off and picking up dry cleaning, running errands and grocery shopping.

Mr. Tom Smith **New York, NY** **2008-2010**

Personal Assistant

Responsible for coordinating travel and lodging accommodations. Provided ideas and input when needed. Helped manage marketing campaigns and an office of four. Responsible for record-keeping and schedule management. Ran errands.

OTHER WORK EXPERIENCE

NBC Universal **Universal City, CA** **2005- 2008**

Marketing Assistant

Assisted VP of Marketing in various aspects of marketing including, but not limited to: building relationships with filmmakers, relaying interview requests, coordinating travel, handling talent and other duties required.