FULL NAME

**Job Title**

(Location)

*About you, special skills, personality traits, things that set you apart from the competition ie:*

*Organized and detail-oriented household executive with extensive experience supporting high-net-worth households through proactive management and personalized service. Skilled in overseeing daily operations, coordinating schedules, managing staff, and handling a wide range of administrative and logistical tasks with discretion and efficiency. Known for adaptability, reliability, and a deep understanding of household dynamics and client preferences. Adept at problem-solving, vendor coordination, and maintaining smooth, well-run environments. Committed to delivering exceptional service with professionalism, confidentiality, and a high standard of excellence.*

**QUALIFICATIONS**

*These are examples, please provide your own;*

* Proven ability to manage complex calendars, travel arrangements, and daily schedules with precision and discretion
* Skilled in supervising and coordinating household staff, vendors, and contractors to ensure smooth operations
* Strong organizational and multitasking abilities, with a proactive approach to anticipating needs and solving problems

**EXPERIENCE**

**The A Family**  **March 2023 – Current**

Full-Time Executive New York, NY

Number of Family Members: 2 Adults, 2 Children

Schedule: Monday-Friday 7am-7pm

Job Duties:

* Oversee day-to-day household operations, including staff supervision, vendor management, and maintenance scheduling
* Manage complex calendars, travel itineraries, and personal appointments with discretion and efficiency
* Act as a liaison between principals and household staff, service providers, and external contacts to ensure seamless communication and task execution
* Handle administrative responsibilities such as bill payments, expense tracking, event planning, and procurement of household supplies

Reason for Leaving: The family downsized and no longer needed full-time help

**Family Name**  **Dates Worked**

Position Location of the Home

Number of Family Members: xyz

Schedule: xyz

Job Duties:

* One
* Two
* Three
* Four

Reason for Leaving: xyz

**Family Name**  **Dates Worked**

Position Location of the Home

Number of Family Members: xyz

Schedule: xyz

Job Duties:

* One
* Two
* Three
* Four

Reason for Leaving: xyz

*Continue this for all positions worked spanning the past ten years*

**EDUCATION**

**Institution Name**  **Years Attended**

Degree of Study Degree Received

* Any pertinent details like groups organized or led, special programs like study abroad, memberships, mentions of honors, etc.

**CERTIFICATIONS**

* Event Planning Certification
* Certified Personal Assistant (CPA) – The Personal Assistant Network
* Etc.