

Jordan Allen
(123) 456-7890
jordanallen@example.com
179 Miller Rd, Houston, TX, 12345

Applicant Profile

Experienced and trusted personal assistant who has effectively served five different professional athletes and an “A-list” actor over the last 36 months. Commonly creates and monitors content on celebrity pages. Above average typing speed at 95 WPM and HootSuite Social Marketing certified. Recommended by Simone Bills (U.S. Olympic gymnast), Travis Bergman (Houston Astros), and more.

Key Skills/Knowledge Areas

- Strong communication skills
- Social media for public relations
- Dog walking and aquarium care
- Typing speed 85 WPM
- Punctuality

Education

Associate of Arts in Communication

LONE STAR COMMUNITY COLLEGE, Houston, TX, May 2018

Professional Experience

Personal Assistant for A-List Celebrity, Houston, TX

August 2019 - Present

- Manage celebrity’s extremely busy professional and personal calendar
- Book travel and prepare detailed itineraries and occasionally accompany travels
- Complete all basic financials for the household, including bill pay, insurance, etc.
- Plan and arrange events and parties for employer and their family
- Demonstrate ongoing respect and confidentiality when it comes to a celebrity’s private life

Personal Assistant, Pro Athlete Assistants, Houston, TX

May 2018 – August 2019

- Worked as personal assistant for up to three professional athletes at a time
- Helped athletes manage and prepare for TV and public speaking appearances
- Assisted with various personal needs, such as booking family vacations and scheduling the dog groomer
- Managed fan mail and monitored athlete’s personal social media upon request

Certifications

- HootSuite Social Marketing Certified, 2018