





DAVID SMITH

CELEBRITY PERSONAL ASSISTANT

CONTACT

dsmith@email.com 
(123) 456-7890 
Chicago, IL 
[LinkedIn](#) 

EDUCATION

High School Diploma
The Latin School of
Chicago
2010 - 2014
Chicago, IL

SKILLS

Microsoft Outlook
Trello
Expedia
QuickBooks
WhatsApp
Dropbox
Eventbrite
MyFitnessPal

WORK EXPERIENCE

Celebrity Personal Assistant

Glamour Management

2019 - current / Chicago, IL

- Led task prioritization using Microsoft Outlook and Trello, ensuring seamless organization
- Arranged and managed travel itineraries using Expedia while optimizing convenience and comfort for clients
- Handled financial transactions and expense tracking using QuickBooks, maintaining accurate financial records
- Planned and managed events, including celebrity appearances, using Eventbrite for streamlined planning, which **reduced no-show up instances by 99%**

Personal Assistant

Harper Productions

2016 - 2019 / Chicago, IL

- Coordinated schedules, meetings, and appointments using Microsoft Outlook and reduced scheduling conflicts by 87%
- Made travel arrangements and accommodations for company executives, ensuring timely arrivals, pick-ups and drop-offs to the airport
- Oversaw financial record-keeping and expense tracking using QuickBooks, maintaining high accuracy and staying within budgets 99% of the time
- Ensured clear and timely communication within the organization, **reducing financial, schedule and other conflicts by 63%**

Receptionist

Elite Talent Management

2014 - 2016 / Chicago, IL

- Greeted and assisted visitors and clients, providing excellent customer service, gaining 87% more positive feedback from clients
- Led appointment scheduling and phone communication, solving inquiries and redirecting calls to relevant departments with high accuracy
- Maintained office organization and assisted with administrative tasks as needed, which **enhanced office operations by 41%**
- Managed meeting room availability, reducing cases of overlapping and same time booking from different departments