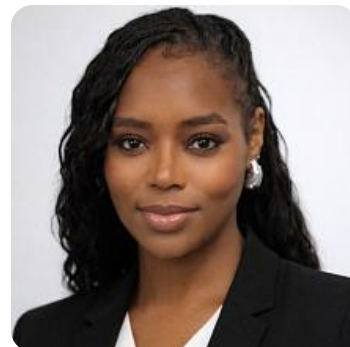


Schontal

Personal Assistant, Housemanager



Personal Information

Birthdate	1990
Zodiac sign	Aquarius
Nationality	— USA
Marital status, own children	Married, has children (2 children (11 and 6 years old))
Works in pairs	No
Place of Birth	Jamaica
Location	USA, New Jersey
Driving License	Yes
Have a car	Yes
Sports	— Outdoor activities
Areas of interests	— Healthy lifestyle
About myself	Warm, highly organized Family Operations professional with experience supporting busy principals and young families through household management, executive support, travel coordination, and day-to-day operational oversight. Skilled in managing calendars, vendor coordination, family logistics, household organization, inventory management, and administrative support within fast-paced private home environments. Known for a proactive, discreet, and hands-on approach with the ability to anticipate needs, manage multiple moving priorities, and help households operate smoothly and efficiently.

Education

-	Business Administration, Bachelor's Degree, Metropolitan College of New York
-	Certified Personal Assistant, Specialist Diploma, Personal Assistant Institute

Working experience

May 2023 - till now

USA, New York.

Personal Assistant

HNW Family

My role includes

Supported day-to-day operations for a busy family household with school-aged children
Managed calendars, scheduling, appointments, and family logistics
Coordinated children's school schedules, activities, enrichment programs, and transportation planning
Assisted with household organization, vendor communication, and operational upkeep
Supported travel planning, itinerary preparation, reservations, and family coordination
Maintained organized routines and administrative systems to improve household flow and efficiency
Provided hands-on childcare support and after-school assistance as needed

April 2021 - April 2023

USA, New Jersey.

Personal Assistant

HNW Family

My role includes

Provided high-level personal and operational support within a private family environment
Assisted with educational coordination, activity scheduling, and children's routines
Managed family calendars, appointments, household tasks, and lifestyle logistics
Coordinated vendors, household services, reservations, and administrative requests
Supported event planning, travel coordination, and special family projects
Maintained discretion and professionalism while supporting evolving family needs

Reason for leaving

Offered better conditions

March 2019 - March 2021

USA, New York.

Personal Assistant

HNW Family

My role includes

Assisted family with day-to-day organization, scheduling, and operational support
Coordinated after-school activities, appointments, and educational support needs
Managed errands, household administration, and calendar oversight
Helped create structured routines and systems to support household organization
Supported family travel planning and logistics coordination
Provided dependable childcare support for school-aged children in a fast-paced environment

Reason for leaving	Offered better conditions
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Health

Smoker	No
Epileptic	No
Diabetic	No
Colour blind	No
Dyslexic	No
Vegetarian	No
Have you had a medical exam within the last 6 months?	Yes
Allergies	No

Additional information

English	Native
Personal characteristics	Responsible, punctual, reliable, active, positive, qualified, experienced, loyal, patient
Key skills	A positive role model. Ability to adapt to all kind of situations quickly. Ability to work under pressure or stressful conditions. Ability to work using your own initiative, taking on extra responsibility. Excellent communication and people skills at all levels. High profile family experience. 24/7 full time working experience
Are you ready to take a polygraph if it's required by employer?	Yes
ID	33252

Excellent references available on request