

# ILYA

Personal Assistant, Lifestyle / Travel  
Assistant



## Personal Information

|                              |                                                                                                                                                                                    |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Birthdate                    | 1995                                                                                                                                                                               |
| Zodiac sign                  | Gemini                                                                                                                                                                             |
| Nationality                  | <ul style="list-style-type: none"> <li>— Israel</li> <li>— Russian Federation</li> </ul>                                                                                           |
| Residence permit and date    | Spain, 29.08.2027                                                                                                                                                                  |
| Marital status, own children | Married, no children                                                                                                                                                               |
| Place of Birth               | Russian Federation, Moscow                                                                                                                                                         |
| Location                     | Spain, Valencia                                                                                                                                                                    |
| Driving License              | Yes                                                                                                                                                                                |
| Driver's license (countries) | <ul style="list-style-type: none"> <li>— Russian Federation</li> <li>— Israel</li> <li>— Spain</li> </ul>                                                                          |
| Have a car                   | Yes                                                                                                                                                                                |
| Sports                       | <ul style="list-style-type: none"> <li>— Football</li> <li>— Gym</li> <li>— Outdoor activities</li> <li>— Running</li> <li>— Skiing</li> <li>— Skiing</li> <li>— Tennis</li> </ul> |
| Hobbies                      | <ul style="list-style-type: none"> <li>— Theatre &amp; Acting</li> <li>— Travelling</li> <li>— Cooking</li> </ul>                                                                  |
| Areas of interests           | <ul style="list-style-type: none"> <li>— Films</li> </ul>                                                                                                                          |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | <ul style="list-style-type: none"> <li>– Galleries and museums</li> <li>– Literature</li> <li>– Self-development</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     |
| About myself  | <p>10+ years of work in sports and event management with an emphasis on supporting senior leadership. Experienced in both organizational support of principals' personal affairs (travel, real estate and staff management etc.) and business project management (events, meetings, personal agenda etc.). Excellent understanding of needs of wealthy business people and different cultures (4 languages). Extensive experience serving UHNWIs across a broad range of professional and personal requests</p> |
| Accommodation | <ul style="list-style-type: none"> <li>– NOT ready to live on the territory of the employer</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          |

## Education

|             |                                                                                                                                                                                                 |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2015 - 2016 | World Politics, Master's degree, State University of World Politics of Florence (UNIFI - Italy), Italy, Florence                                                                                |
| 2011 - 2015 | International Relations, Master's degree, MGIMO (Moscow State University of International Relations) of the Ministry of Foreign Relations of the Russian Federation, Russian Federation, Moscow |

## Working experience

**December 2024 - till now**

✓Confidentiality agreement/NDA signed

**Remotely.**

**Personal Assistant**

**SKL.VC**

|                  |                                                                                                                                                                                                                                                        |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| My role includes | <p>Personal 24/7 support of the founder and CEO, including international travel (luxury segment), worldwide transportation organization (yachts, private jets, luxury cars), daily leisure and business support, real estate and staff management.</p> |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**February 2023 - January 2024**

**Luxembourg (remotely).**

**Personal Assistant**

**Warmico S.A.**

|                  |                                                                                     |
|------------------|-------------------------------------------------------------------------------------|
| My role includes | General assistance to the C-level team with preparing documents, researches, travel |
|------------------|-------------------------------------------------------------------------------------|

|                    |                                                                                                                                                      |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | management, SMM and marketing. Interaction with internal and external stakeholders,<br>work in modern project-management tools (Slack, Notion etc.). |
| Reason for leaving | End of Contract                                                                                                                                      |

## July 2019 - June 2020

**Saint-Petersburg, Russia.**

**Personal Assistant**

**Basketball Club Zenit**

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| My role includes   | Participation in the Euroleague Turkish Airlines basketball tournament. Management of<br>the private and professional issues of players and coaches / their families.<br>Organization of<br>matches, visa support for the team and delegations of rival clubs, organization of<br>media<br>events. Travel support throughout the season, including logistics, hotels, charter and<br>regular flights, accommodation of VIP's. Adaptation of foreign players, coaches and<br>their<br>families. Work under the guidance of coaches Joan Plaza and Xavi Pascual. |
| Reason for leaving | End of Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## June 2017 - June 2019

**Saint-Petersburg, Russia.**

**Personal Assistant**

**Football Club Zenit**

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| My role includes   | Participation in the UEFA Europa League tournament. Management of all aspects of<br>the<br>private and professional issues of all members of the team / members of their<br>families.<br>Organization of official matches, visa support for the team and delegations of rival<br>clubs.<br>Travel support and coordination of media events and other commercial and<br>important<br>events throughout the season. Adaptation of foreign players, coaches and their<br>families.<br>Work under the guidance of Roberto Mancini and his coaching staff and also work as<br>his<br>official translator and personal assistant during the entire time of the contract. |
| Reason for leaving | End of Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**June - August 2014**

**Rio-de-Janero, Brazil.**

**Personal Assistant**

**FIFA 2014 World Cup**

My role includes Assistance to the VIP guests of the events organized for international fans

Reason for leaving End of internship

## 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

Russian B2 - Upper Intermediate

English B2 - Upper Intermediate

Spanish B2 - Upper Intermediate

Italian B2 - Upper Intermediate

Personal characteristics Responsible, punctual, reliable, active, positive, qualified, patient, easygoing

Key skills 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. Russian family experience. High profile family experience. Shared role experience. 24/7 full time working experience

Are you ready to take a polygraph if it's required by employer? Yes

ID 32843

**Excellent references available on request**