

# Erin

House Manager, Personal Assistant



## Personal Information

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Birthdate                    | 1993                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Zodiac sign                  | Libra                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Nationality                  | — USA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Marital status, own children | Single, has one child (grandmother helps)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Place of Birth               | USA, New Jersey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Location                     | USA, Alpine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Driving License              | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Have a car                   | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Sports                       | — Outdoor activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Areas of interests           | — Healthy lifestyle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| About myself                 | Detail-oriented and proactive administrative professional with 8+ years supporting high-profile principals, senior executives, and complex households across multiple properties. Brings deep experience in operations coordination, scheduling, vendor management, project execution, travel logistics, and cross-functional communication. Known for anticipating needs, solving problems quickly, and creating structure in fast-moving, high-pressure environments. Adept at managing confidential information, building strong relationships, and driving seamless day-to-day operations on behalf of executives and families. |

## Education

|        |                                                                                              |
|--------|----------------------------------------------------------------------------------------------|
| - 2016 | Psychology, Bachelor's Degree, Caldwell University                                           |
| - 2014 | Studies Toward B.S., Human Movement & Learning, Higher education, St. Bonaventure University |

## Working experience

## August 2024 - till now

USA, New York.

Family Office Coordinator/Family Assistant

### High-Profile Private Family

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| My role includes | <p>Coordinate all daily operations across three estates, managing scheduling, travel prep, packing, and logistical planning.</p> <p>Serve as a trusted liaison among 30+ household staff, ensuring seamless communication, alignment, and issue resolution.</p> <p>Maintain detailed cross-property inventory systems, improving accuracy and eliminating shortages or duplicates.</p> <p>Oversee calendar coordination, school schedules, appointments, and activity planning for three children.</p> <p>Support holiday planning, including décor management, packing, ordering, and vendor coordination.</p> <p>Develop and track speech-therapy milestones, collaborating closely with clinical professionals.</p> <p>Create staff schedules for nannies and assistants, ensuring coverage, clarity, and efficient workflow.</p> <p>Manage organization projects including closets, children's items, travel kits, and seasonal storage.</p> |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## March 2022 - July 2024

Family Office Coordinator/Family Assistant

### High-Profile Private Family

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| My role includes | <p>Managed complex travel logistics—including itineraries, transportation, reservations, and on-the-ground coordination—for multiple principals.</p> <p>Created and maintained Excel trackers, reports, and PowerPoint presentations to streamline office communication.</p> <p>Organized private and corporate events; managed vendors, budgets, RSVPs, logistics, and execution.</p> <p>Triaged and prioritized a high-volume email inbox; communicated updates and action items across key stakeholders.</p> <p>Overhauled office and home organizational systems to improve efficiency and reduce redundant spending.</p> <p>Managed all mail, packages, and sensitive documents across four properties.</p> <p>Oversaw gifting operations: research, budgets, calendars, purchasing, documentation, and delivery logistics.</p> <p>Built strong relationships with high-touch vendors, restaurants, and service providers to support evolving needs.</p> <p>Coordinated pet care schedules, veterinary appointments, and specialty services.</p> <p>Led research-driven special projects, preparing briefs, comparisons,</p> |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                    |                                                                                                                                         |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
|                    | recommendations, and logistical follow-through.<br>Facilitated team-building events and supported HR-like staff coordination functions. |
| Reason for leaving | Offered better conditions                                                                                                               |

## April 2019 - March 2022

USA, New York.

Housemanager /Personal assistant

### Family

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| My role includes   | <p>Managed parents' calendars for school events, appointments, travel, and special occasions.</p> <p>Coordinated or canceled medical, dental, therapy, and play date appointments on behalf of the principals.</p> <p>Conducted research, sourced items, prepared baked goods, created gift lists, and handled special-event logistics.</p> <p>Directed home organization, inventory, maintenance communication, and vendor coordination.</p> <p>Oversaw extensive travel for the family—packing, logistics, scheduling transport, hotel coordination, and managing children's routines.</p> <p>Communicated daily updates to parents and staff, ensuring alignment across shifting schedules.</p> <p>Created child-friendly education</p> |
| Reason for leaving | Offered the better conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## January 2016 - March 2019

USA, New York.

Personal Assistant

### Families

|                    |                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| My role includes   | Supported multiple families by coordinating calendars, managing travel logistics, organizing homes, scheduling medical/vet appointments, handling grocery/meal planning, and liaising with schools, therapists, and vendors. Built skills in operations management, communication, scheduling, and household logistics that directly translate to executive support roles. |
| Reason for leaving | Offered permanent job                                                                                                                                                                                                                                                                                                                                                      |

## 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, experienced, loyal                                                                                                                                                                                                                                             |
| 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. 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                                                              | 33095                                                                                                                                                                                                                                                                                                             |

**Excellent references available on request**