

## Elea

- Personal Assistant
- Property manager

French native speaker fluent in English



### Personal Information

Birthdate	1996
Nationality	— France
Marital status, own children	Single, no children
Place of Birth	France
Location	Paris/Monaco
Driving License	Yes
Have a car	No
Key skills	<p>Listening</p> <p>Verbal Communication</p> <p>Goal Setting</p> <p>Management</p> <p>Strategic Thinking</p> <p>Problem-Solving</p> <p>Property Management</p> <p>LeadershipSkills</p> <p>Motivation</p> <p>Growth Mindset</p> <p>Entrepreneurship</p>

	<b>Negotiation Skills</b>
About myself	With several years of experience supporting ultra high-net-worth individuals and managing luxury real estate portfolios, I am now seeking new and challenging opportunities as a Personal Assistant, Executive Assistant, or House Manager. Renowned for my discretion, efficiency, and deep understanding of the luxury lifestyle environment, I bring a tailored and proactive approach to high level private and professional support.

## Education

2014 - 2018	AMERICAN BUSINESS SCHOOL / Paris & Miami,
	High School - Bac Commercial,
	International Bachelor's Degree in Marketing,
	Holy Family High School, La Roche Sur Foron,

## Working experience

July 2020 - August 2025

Executive Assistant / Personal Assistant & House manager

Melchior Collection, Paris

Executive & Strategic Support : Acting as a trusted right hand to high-level executives and principals (CEOs, UHNW families, diplomats), I manage complex calendars, coordinate high-stakes international meetings, and ensure seamless follow-up across operations, legal, finance, and investor relations. I prepare executive briefs, draft high level communications, and ensure the CEO's time is optimized across business and personal engagements.

Operational & Cross-Department Coordination : Liaise with internal departments (legal, product, finance, investor relations) and external stakeholders to support regulatory filings, strategic partnerships, and board-level communications. Provide logistical and administrative support for investor roadshows, business travel, and international events

Confidential Personal Assistance : Manage both professional and

personal obligations with utmost discretion. This includes booking private appointments, overseeing personal schedules, handling VIP reservations, and ensuring a seamless interface between the CEO's personal and professional life.

Luxury Lifestyle & Concierge Services : Founder of a bespoke concierge and real estate agency I assist French and international clients with exclusive services: luxury travel planning, private aviation and yachting, tailor-made event coordination, personal shopping, and rare-item sourcing. Known for exceptional taste and a global network of trusted partners.

Property, Real Estate & Interior Management ; Oversee luxury property operations and renovations in France, Monaco, Dubai, and Poland. Coordinate with designers and contractors, supervise household staff, and manage administrative processes. Assist clients in the acquisition and sale of prestigious properties through expert advisory and trusted partnerships.

Multicultural & High-Pressure Environment Expertise : I navigate complex environments and cross-cultural interactions with diplomacy and professionalism. Experience includes supporting embassies (notably the Embassy of Qatar), as well as elite businesswomen and C-level executives across Europe and the Middle East.

July 2020 - 2024

### **REAL ESTATE DIRECTOR & PROPERTY MANAGER, Agence Étoile**

My role includes

- Successfully led and managed a team of real estate agents and support staff. Formulated and executed effective sales strategies, surpassing revenue targets. Ensured compliance with applicable laws, regulations, and industry standards. Oversaw property acquisition, sales, and leasing processes. Cultivated and maintained strong relationships with clients, investors, and partners. Conducted comprehensive market research and analysis to drive informed business decisions and capitalize on market trends. Skillfully managed budgets, expenses, and financial reporting. Enhanced the agency's reputation and brand image within the community. Provided valuable training, coaching, and mentoring to team members, fostering their professional growth and achievements I specialize in providing tailored support to UHNW families for their property needs. This includes overseeing property maintenance,

supervising renovations, offering private and professional assistance, and effectively managing property operations.

**2020 - 2025**

**Ambassador's Residences in Paris, South of France, Belgium, Dubai and Qatar**

**VILLA MANAGER & PERSONAL ASSISTANT**

My role includes

- Establish and implement operational systems and procedures across the ambassador's properties, ensuring smooth flow and efficient management. Coordinate and manage staff schedules to ensure proper coverage and seamless operations. Assist in property renovations, providing support and overseeing the process when needed. Ensure impeccable cleanliness and maintenance of the interior of each property, maintaining high standards at all times. Manage inventory of furnishings and equipment, including timely ordering of replacements as necessary. Coordinate and organize services with the team, including breakfast, lunch, and dinner, ensuring exceptional dining experiences for the ambassador and their guests. Ensure each property is ready and prepared for the ambassador's family visits, as well as coordinating arrivals of friends and family members.
- Assist the ambassador's family with various daily tasks, such as arranging private chauffeurs, yacht bookings, and shopping. Coordinating extensive travel arrangements, including private aviation and helicopter transfers.
- Collaborating with culinary staff to facilitate specific dietary requirements during travel.
- Managing luggage logistics and ensuring timely delivery to various destinations.
- Making reservations at exclusive restaurants and ensuring exceptional dining experiences.
- Providing chauffeur services, demonstrating proficiency in handling high-performance vehicles.
- Fulfilling daily errands, from shopping for essential items to overseeing household needs.
- Handle administrative responsibilities related to the properties, including managing reservations and coordinating with service providers.
- Provide exceptional support and assistance to the ambassador and their family, ensuring their comfort and satisfaction in every aspect of their residences.

**January 2018 - July 2020**

**VS GROUP / H&N Real Estate Dubai**

**Property manager**

My role includes

- Managed property operations, overseeing maintenance, security, and budgeting for a private family's villa on The Palm in Dubai.
- Coordinated staff and maintained high-quality service standards to ensure exceptional resident experiences.
- Oversaw property renovations, interior design projects, and procurement of luxury goods to enhance the villa's ambiance.
- Developed and implemented comprehensive maintenance plans to preserve the villa's optimal condition and functionality.

- Cultivated a network of reputable service providers, collaborating with them to meet the villa's unique needs.
- Collaborated with stakeholders on property enhancement projects, contributing to continuous improvements.
- Fostered strong client relationships, anticipated their needs, and provided personalized solutions for their satisfaction.
- Ensured compliance with regulations and maintained strict confidentiality in all property-related matters.
- Stayed updated with industry trends, surpassing client expectations by delivering the latest innovations.
- Spearheaded recruitment efforts and provided effective team leadership within the real estate division, driving growth and development.
- Presented lucrative real estate investment opportunities to domestic and international clients, offering comprehensive guidance throughout the acquisition process.
- Delivered expert advice on prevailing market trends for local residential properties, empowering clients to make informed decisions.
- Cultivated and nurtured a vast client base through exceptional customer service and proactive networking.
- Established strategic partnerships with lawyers, banks, real estate developers, and architectural firms, fostering mutually beneficial collaborations..

## Additional information

English	Advanced
French	Native
ID	22414

**Excellent references available on request**