

Yulia

Personal Assistant



[Video Presentation ↓](#)

• <https://englishnanny.org/~Hrn8l>

Personal Information

Birthdate	1984
Zodiac sign	Aries
Nationality	— Russian Federation — USA
Marital status, own children	Single, no children
Place of Birth	Russian Federation
Location	USA, Orange City
Driving License	Yes
Driver's license (countries)	— USA
Have a car	Yes
Sports	— Outdoor activities
Hobbies	— Architecture — Theatre & Acting — Photography — Design — Travelling — Learning languages — Crafts & Modeling
Areas of interests	— Art — Films — Galleries and museums — History — Learning about cultures

	– Literature – Meeting new people – Self-development
About myself	Versatile personal assistant offering multilingual support (Russian, English, Italian) and proven experience in private household management. Leverages a diverse background in journalism, finance, and performing arts to provide thoughtful, organised assistance. Currently expanding expertise in art and theater (Santa Monica College). Skilled in event coordination and client engagement, demonstrated through volunteering at major film festivals and children's literacy programs.
Accommodation	– I am ready to live on the territory of the employer

Education

- 2008	Journalism, Master's degree, Moscow State University,
- 2006	Finance, Bachelor's Degree, Ufa State University of economics,
2016 - 2018	Acting, , Stella Adler studio of Acting, USA, New York
2023 - till now	Theater Arts and Art history, , Santa Monica college, USA, California

Working experience

2023 - 2025

USA, Los Angeles.

Personal Assistant

Fin Tech CEO

My role includes	Handling confidential correspondence: screening emails, prioritising messages, drafting replies. Managing household budgets, invoices, and expenses. Maintaining inventory and placing orders for household supplies (Amazon, cleaning products, kitchen supplies, linens). Coordinating property maintenance and repairs (plumbing, electrical, landscaping). Personal & Lifestyle Support
Reason for leaving	finished contract

2012 - 2019

USA, New York.

Personal Assistant/Household manager/Nanny to 3 children: 3 y.o. , 5 y.o. and 12 y.o.

USA family

My role includes	Personal & Administrative Support Manage family calendar (appointments, events, birthdays).
------------------	---

Handle family correspondence and communications.
Book family travel, appointments, and reservations.
Assist with expense tracking and basic budgeting.
Run errands (grocery shopping, pharmacy, dry cleaning).
Organise family events and celebrations.
Health & Safety
Monitor children's health (medication, symptoms) and inform parents.
Ensure safe environment (childproofing, supervision near water/stairs).

2012 - 2014

USA, New York.

Event director

Courgette restaurant

My role includes

Coordinated events, executed promotions, supervised media coverage.

2011 - 2012

Bali.

Owner

PT. Jacoma

My role includes

Created promo campaigns, developed marketing strategies, planned events, including performances by world-famous music artists such as Empire of the Sun.

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	C2 - Fluent
---------	-------------

Russian	Native
Italian	A2 - Elementary
Personal characteristics	Responsible, punctual, reliable, creative, active, positive, qualified, experienced, loyal, patient, easygoing, bubbly
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. Language teaching experience. High profile family experience. Shared role experience
Are you ready to take a polygraph if it's required by employer?	Yes
ID	32605

Excellent references available on request