

Professional Experience

- **Personal Assistant (Freelance)**
Dallas, TX | January 2023 - Present
 - Supports two clients with weekly errands, scheduling, and appointment reminders
 - Coordinated logistics for a family vacation including bookings and packing lists
- **Office Assistant**
Lone Star Staffing, Dallas, TX | March 2010 - April 2016
 - Supported recruiters with document prep, travel coordination, and scheduling

Education

- **Associate of Science in Administrative Support**
El Centro College | 2009



Jacqueline Wells

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LinkedIn

Highly organized multitasker eager to support busy professionals

Stay-at-home mom with background in admin and event planning, transitioning to personal assistant roles. Reliable, detail-focused, and discreet.

Key Skills

- ● ● ● ●
Calendar management
- ● ● ● ○
Errand running
- ● ● ○ ○
Event planning
- ● ○ ○ ○
Household scheduling
- ● ○ ○ ○
Travel booking