

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