

Logan Hall

Executive Personal Assistant

San Francisco, CA 94103
email@example.com
(000) 000-0000

Executive Personal Assistant with 8 years of experience managing personal and professional affairs for founders and high-net-worth individuals

Known for balancing demanding schedules, handling private correspondence, and organizing high-profile events with professionalism and discretion.

Key Skills

- Calendar coordination
- Confidential communication
- Domestic and international travel
- Event planning
- Personal task management
- Schedule optimization
- Vendor coordination

Professional Experience

Executive Personal Assistant

Orion Ventures, San Francisco, CA | March 2018 - Present

- Manages the founder's calendar, personal travel, and business engagements while coordinating with household staff and personal vendors
- Acts as the first point of contact for all business and personal correspondence, maintaining confidentiality across sensitive topics
- Coordinates private dinners and investor events for up to 50 guests, including location scouting and end-to-end logistics

Administrative Assistant

Bayline Advisors, San Francisco, CA | August 2015 - February 2018

- Assisted partners with travel booking, calendar planning, and reservation management for both personal and business trips
- Developed a personal filing system that reduced lost items and improved document turnaround by 40%
- Supported executive relocation and home renovation coordination while maintaining full administrative responsibilities

Education

Bachelor of Science (B.S.) in Hospitality and Event Management

San Francisco State University, San Francisco, CA | May 2015

Certifications

- Personal Assistant Certificate | The Institute for Private Service Professionals | April 2019