




Christopher Martin

An executive personal assistant with 10+ years of experience providing administrative and personal support to high-net-worth individuals, celebrities, and corporate executives. Adept at managing private and business affairs, coordinating international travel, and ensuring seamless day-to-day operations. Trusted for discretion and the ability to anticipate the needs of busy executives.

CONTACT

 (999) 876-5432

 christopher.martin@email.com

 LinkedIn | Portfolio

 Miami, FL

KEY SKILLS

- Personal and professional calendar management
- Event and travel coordination
- Household and staff management
- Financial record-keeping
- Private and corporate scheduling

PROFESSIONAL EXPERIENCE

Executive Personal Assistant | Private Executive Client, Miami, FL | March 2015 – Present

- Manage the personal and professional schedule of a high-profile executive, ensuring seamless coordination of business and personal commitments
- Oversee household staff, vendors, and contractors, ensuring all aspects of estate management run efficiently
- Planned and coordinated multiple international business and personal trips, optimizing travel arrangements and logistics for efficiency

Administrative Coordinator | Prestige Lifestyle Management, Miami, FL | July 2013 – March 2015

- Provided lifestyle and administrative support to executives and high-profile clients, ensuring smooth management of personal and business affairs
- Coordinated high-end events, private dinners, and corporate gatherings, ensuring every detail was executed flawlessly
- Managed financial records, processed expense reports, and assisted with budgeting for personal and professional expenditures

EDUCATION

Bachelor of Science (B.S.) Business Administration
Florida International University | May 2013