



MICHELLE LEWIS

Personal Assistant

CONTACT INFORMATION



(503) 555-0167



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Portland, OR 12345

KEY SKILLS

- Family office coordination
- Private aviation booking (XO, NetJets, VistaJet)
- Vendor contract management
- Philanthropy and donation tracking
- School and tutor liaison
- Household budget and bill pay
- CPR and pediatric first aid
- Microsoft 365, Asana, 1Password Families
- Discretion and NDA experience

ABOUT ME

Personal Assistant with 5 years supporting a venture capital partner and his family of four. Run point on travel, household vendors, philanthropy logistics, and the kids' school calendars. Trained in confidentiality and comfortable working alongside a chief of staff and family office team.

PROFESSIONAL EXPERIENCE

Personal Assistant

Whitmore Family Office, Portland, OR | 2020 - Present

- Manage personal calendar, travel, and correspondence for a VC partner and his spouse
- Plan 25-30 domestic and international trips per year, including private jet coordination through XO and NetJets
- Oversee 9 household vendors (landscaping, pool, HVAC, security, art conservator, and others) and renegotiated contracts to save \$8,650 annually
- Coordinate the family's annual giving calendar across 14 nonprofits, tracking pledges and event invitations
- Serve as primary contact for two school heads and three tutors for the family's twin 10-year-olds

Personal Assistant and Nanny

Solberg Household, Beaverton, OR | 2018 - 2020

- Combined nanny and PA role for a dual-physician household with two children under 6
- Built morning and evening routines that reduced late school arrivals from weekly to roughly twice per year
- Managed grocery, meal-prep, and pharmacy runs alongside calendar and bill pay duties
- Trained two backup sitters on house rules, allergies, and emergency procedures

Administrative Assistant

Cascade Legal Counsel PLLC, Salem, OR | 2017 - 2018

- Supported three attorneys with scheduling, client intake, and document prep
- Drafted and proofed correspondence and filings under tight court deadlines
- Maintained client confidentiality under attorney-client privilege standards

EDUCATION

A.A. Business Administration, Portland Community College, 2017

Red Cross Adult and Pediatric CPR/First Aid, current