

Carol Lee

Personal Assistant

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Organized recent graduate moving into personal assistant work after two years of part-time household and administrative support. Comfortable with calendars, errands, and confidential information. Reliable driver with a clean record and flexible schedule.

Professional Experience

HOUSEHOLD ASSISTANT (PART-TIME) | PRIVATE FAMILY, THE OKAFOR-REED HOUSEHOLD, BOISE, ID | 2023 – PRESENT

- Run weekly errands for a family of 5, including groceries, dry cleaning, pharmacy pickups, and Amazon returns
- Manage the shared family calendar in Google Calendar and coordinate three kids' activities across school, soccer, and piano
- Drove roughly 7,400 miles in 2024 for school pickups and appointments without a single missed pickup
- Stock the pantry and household supplies and submit a weekly \$300-\$450 expense log to the parents

FRONT DESK ASSISTANT | CEDARWOOD VETERINARY CLINIC, MERIDIAN, ID | 2022 – 2023

- Greeted clients, booked appointments, and managed phone and email for a 4-vet practice
- Handled cash, card, and insurance payments averaging 60+ transactions per day
- Kept patient records confidential and accurate in Cornerstone software

Education

B.A. Sociology, Boise State University, 2023

Valid Idaho Driver's License, clean record

Key Skills

- Errand running and personal shopping
- Childcare logistics and school pickups
- Light bookkeeping and expense logs
- Friendly phone and email manner
- Google Calendar and Google Workspace
- Confidentiality and discretion
- Pet care basics
- Reliable transportation