



Amy Torres

Personal Assistant

ABOUT ME

Personal Assistant with 7 years supporting C-suite executives and high-net-worth families across calendar, travel, and household coordination. Trusted with confidential financial and medical matters. Known for anticipating needs two steps ahead and keeping vendors, staff, and family schedules in sync.

PROFESSIONAL EXPERIENCE

Personal Assistant to CEO

Halverson Capital Partners, Charlotte, NC | 2021 - Present

- Manage complex calendar across 4 time zones, screening 80+ daily emails and routing 30+ meeting requests per week
- Book private and commercial travel, including last-minute charter rebookings that saved the family roughly \$14,200 in cancellation fees during 2023
- Coordinate household staff of 6 (housekeeper, chef, nanny, two drivers, estate manager) and run weekly staff meetings
- Pay personal bills, reconcile household budget monthly, and serve as liaison to CPA, attorney, and wealth advisor
- Plan birthday parties, anniversary dinners, and a 60-guest holiday gathering each December

Executive Assistant

Brightline Architecture Group, Raleigh, NC | 2018 - 2021

- Supported managing partner and two senior principals with travel, expenses, and client correspondence
- Built a shared travel-profile system that cut booking time per trip by about 40 minutes
- Coordinated quarterly board meetings for 11 directors, including catering, materials, and AV setup
- Tracked and submitted monthly expense reports averaging \$9,800 across three executives

CONTACT INFORMATION



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EDUCATION

B.A. Communications, University of North Carolina at Greensboro, 2018

KEY SKILLS

- Calendar and inbox management
- Domestic and international travel booking
- Household staff coordination
- Vendor and contractor management
- Expense reporting and bill pay
- Event planning (1 to 60 guests)
- Discretion with confidential matters
- Google Workspace, Microsoft 365, Concur, TripIt Pro