1. Liaised with key accounts to deliver targeted administrative support, including estate, household and property management.
2. Organized and updated schedules for more than [Number] [Industry] executives.
3. Arranged domestic and international travel plans and itineraries, including flight, car service and restaurant reservations.
4. Utilized personal and professional networks to identify, acquire and manage new clients.
5. Provided multifaceted services to career professionals by running errands, managing mail, scheduling appointments and arranging transportation.
6. Updated executives on changing business needs by thoroughly documenting internal and client meetings.
7. Maintained appropriate filing of personal and professional documentation.
8. Maintained entire family's schedule and organized events.
9. Handled all incoming information requests for several busy executives.
10. Promoted team productivity by keeping supplies organized and well-stocked.
11. Handled incoming mail, bills and invoices and completed appropriate actions.
12. Orchestrated successful conferences, including associated travel for all speakers and attendees, facilities and support services.
13. Transported children to and from school, activities and appointments.
14. Provided staff coaching, mentoring and consultation to enhance performance and professional development.
15. Investigated topics such as [Type] and [Type] and produced concise summaries for [Job title] use.
16. Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team efficiency.
17. Supervised [Number] household staff, contractors and vendors.
18. Managed large range of services including pet care, phone screening, shopping and bill paying to provide clients with premium family time.
19. Entrusted to handle confidential and sensitive situations in professional matter.
20. Responded to emails and other correspondence to facilitate communication and enhance business processes.
21. Identified needs and coordinated plans for travel and out-of-town functions.
22. Oversaw personal and professional calendars and coordinated appointments for future events.
23. Managed and reviewed filing and office systems.
24. Organized client' homes prior to arrival home and performed house sitting duties.
25. Managed residential properties and staged homes prior to clients' arrivals.
26. Handled incoming and outgoing correspondence, including mail, email and faxes.