# Olivia Hartman

EXECUTIVE PERSONAL ASSISTANT

New York, NY
(212) 555-0177
olivia.hartman@email.com
linkedin.com/in/oliviahartman

## Skills

Calendar Management
Travel Planning • Event Planning
Vendor Management
Expense Reports • Google Suite
Excel • Microsoft Office Suite
Discretion • Resourceful

## Summary

Executive personal assistant with 6 years of full-time support, the last 4 handling business and personal affairs for the founder of a Manhattan private equity firm. Covers calendar management, travel planning, event planning and household vendor management in Google Suite and Excel. Known for discretion with family and deal matters and resourceful fixes when plans change late.

## Experience

**Executive Personal Assistant** 03/2022 - Present
Hudson Crest Capital New York, NY
*Private equity firm with $2.1B in assets and 45 employees.*

- Manage the founder's business and family calendars in Google Suite, balancing about **45** meetings and appointments a week.
- Plan 30+ trips a year, including private aviation, international hotels and ground transport in 8 countries.
- Lead event planning for investor dinners and family celebrations of up to 120 guests, finishing 10% under budget in 2025.
- Oversee vendor management for 2 residences, from housekeepers to contractors, approving about $35,000 in invoices a month.

**Executive Assistant** 07/2020 - 02/2022
Madison Avenue Brand Partners New York, NY
*Brand strategy agency with 80 employees.*

- Supported the CEO and COO with calendars, client travel and expense reports for 15+ trips a month.
- Drafted and proofread client decks and letters in Microsoft Office Suite, about 25 documents a week.
- Organized the 2021 agency retreat for 80 staff in 6 weeks after the original venue cancelled.
- Built an Excel tracker for 60 vendor contracts that flagged every renewal 60 days ahead.

**Office Assistant (Part-Time)** 09/2018 - 05/2020
Lincoln Square Architects New York, NY
*Part-time role at a 25-person architecture studio while in college.*

- Scheduled client meetings and site visits for 4 principals, about 20 appointments a week.
- Ordered supplies and printing for project teams under a $3,000 monthly budget.
- Filed drawings and contracts for 35 active projects, so any set could be found in minutes.

## Education

**Bachelor of Arts** 05/2020
Fordham University New York, NY
Economics