

AMY ALVARADO

Executive Assistant | Personal Assistant | Estate Manager
Amya12@gmail.com ▪ (559) 977-5391 ▪ Los Angeles, CA

PROFESSIONAL PROFILE

Early-career professional holding a BA solidified by four years of professional experience in the entertainment sector. Core competencies include managing a large estate, assisting high net worth families, and handling a high volume desk. Driven by a passion for assisting others and maintaining order. Known by peers and supervisors for possessing strong leadership abilities, for having an easy-going attitude, and for always working with diligence and integrity.

PROFESSIONAL EXPERIENCE

Executive/Personal Assistant to HNW Family, Sonoma, California

PERSONAL ASSISTANT

May 2014 – February 2017

- Create and maintain both personal and business itineraries for both spouses; Coordinate business/personal calendars (making sure all family members know of travel dates, events, etc.)
- Book extensive complex travel (both international and domestic): flights (private/commercial), hotels, ground transportation, and dining reservations
- Track phone and email correspondence; create and maintain up to date contact list; maintain the utmost discretion at all times.
- Assisting with the coordination of projects and planning of events, as necessary (i.e. formal six course meals, themed parties of 300+ guests, etc.)
- Serve as a communications intermediary with high level managers, lawyers, directors, actors, etc.
- Attend company events to make sure they go smoothly
- Oversee main residence and other properties; Oversee household staff
- Run errands and take on special projects and duties as needed (i.e. researching property (both domestic and international), handling development of recipes/label design for family food product line)

EXECUTIVE ASSISTANT

- Act as intermediary for all employees, lawyers, and winery customers.
- Coordinate and attend high level business events.
- Help develop and customize winery merchandise (wine totes, mugs, shirts, etc.)
- Assist in pitch and sales meetings with various vendors; Develop and maintain all winery sales to upscale restaurants.

Paramount Pictures, Los Angeles, California

Worldwide Marketing Partnerships and Consumer Products Intern

August 2011 – March 2012

- Handle heavy volume of phone calls when covering for multiple assistants; interact with the licensing and marketing departments as well as promotional partners on a daily basis
- Manage scheduling of all meetings in main conference room; take inventory of and replenish office supply stock
- Research promotional partners/campaigns of competitive films, brainstorm potential promotional partners for new scripts, record current marketing budgets for current/rival films; create PowerPoint presentations of rival films promotional partners detailing all advertisement used and highlighting product placement, etc.; Read multiple books and screenplays, providing quality coverage

OTHER EXPERIENCE

Sea Life Park Hawaii, Waimanalo, HI

Hawaiian Ocean Theater Intern,

July 2012- January 2013

- Conduct daily lectures about marine mammals to park guests; escort guests to Sea Lion Interaction exhibit and help them during interactive experience; Narrate and sound mix Hawaiian Ocean Theater show
- Assist in children's camp for the education department teaching about pressing issues like biology of marine mammals and effects of marine debris; attend weekly lectures about becoming a trainer; Organize and execute the daily feeding, recording their diets

EDUCATION

Pepperdine University, Malibu, CA (2009-2012)

Graduated April 2012

BA in Advertising, Concentration in Creative Writing

Delta Gamma Sorority Member (2009-Present, Honor Board), Women's Water Polo Club

SKILLS & LICENSURE

Mac/Windows Literate, Microsoft Office Suites, Adobe Photoshop, Illustrator, InDesign, Studio System, File Maker Pro, IMDB Pro, DCP's home theater system, Smart Homes, timely, detailed oriented, highly organized, good people skills, professional, reliable, team player; Driver's License, CPR Certification