



TRUSTED RIGHT-HAND | PRIVATE & BUSINESS SUPPORT

LOGISTICS | ORGANIZATION | EXECUTION | PROJECTS | DISCRETION

Founder-level operator deliberately moving into Executive and Personal Assistant / Private Office work after more than two decades across business ownership, international client service, luxury, creative projects and complex live experiences.

Exceptionally strong in organization, scheduling, international travel, logistics and execution, with experience operating businesses end-to-end, coordinating people and projects, handling confidential information, managing vendors and solving complex problems independently.

Highly resourceful, discreet and perceptive, with strong digital and AI fluency, extensive international experience and sophisticated written communication. Comfortable moving between executive-level responsibilities and everyday personal or office tasks, with the judgment to anticipate needs, protect someone's time and deliver with high standards, exceptional follow-through and impeccable punctuality.

education.

STRATEGIC MARKETING | MBA - MIMMF
2005 – Strategic Marketing · Management · Personnel Management · Psychology

DIGITAL MARKETING SPECIALIST | CERTIFICATE - SDSU
2022 – Web Design · SEO · Social Media

highlights.

- 15+ years founder & operator experience
- 20–40 person complex project coordination
- 6.5 years running business while traveling internationally
- 35 countries traveled · 10 countries lived in
- High-trust access to sensitive client & business information
- Luxury & VIP client experience

availability.

Authorized to work in the Netherlands; no sponsorship required.

Open to full-time or part-time positions, with flexibility for additional hours and travel when required.

language.

EN	Fluent	RU	Fluent	ES	Intermediate	NL FR	Developing
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skills.

Operations & logistics	Project coordination	AI & digital workflows
Calendar & scheduling	Priorities & gatekeeping	Research & problem solving
Travel planning & itineraries	Discretion & confidentiality	Executive writing & correspondence
Vendor & service management	VIP & cross-cultural relations	Legal research & analysis

experience.

FOUNDER | CREATIVE DIRECTOR | UX/UI & LEAD DESIGNER - Leia Vallante Studio

2020 - 2026 · Formerly Anzo.Studio™ — Amsterdam | International clients

- International client & business operations.
- Principal contact for an international portfolio of approximately 60% US and 40% European clients, managing priorities, presentations, feedback, delivery and ongoing service.
- Led projects independently from first conversation through completion, coordinating people, decisions and deadlines while maintaining clear communication and high service standards.
- Handled confidential operational, commercial and digital information, including work in security-sensitive industries.

FOUNDER | OWNER | BRAND & PRODUCT DEVELOPER - Dry & Organic Carpet Cleaning LLC

2010 - 2022 · Successfully sold at market value — San Diego, California

- Built and operated a premium service business generating \$125K+ in annual profit.
- Managed finances, personnel, technology, marketing, purchasing, vendors, client service and quality standards while leading up to nine employees.

FOUNDER | CREATIVE DIRECTOR - Temple of Love® Inc.

2020 - 2024 · Trademark Holder — California, USA

- Planned and delivered premium retreats and live experiences from concept through scheduling, logistics, program delivery and on-site execution.
- Coordinated 20–40 staff and volunteers, including complex desert projects requiring independent planning of water, electricity, food, equipment and infrastructure.

ASSISTANT BOUTIQUE MANAGER | PERSONAL STYLIST - Christian Lacroix | Max Mara

2006 - 2010 · The Forum Shops at Caesars Palace — Las Vegas, Nevada

- Managed private-client appointments and high-value relationships at Christian Lacroix while generating \$1M+ in personal annual sales.
- Advised high-profile clients and their representatives; delivered luxury styling, clienteling and boutique operations across Christian Lacroix and Max Mara.

strengths.

Discretion & trust	Exceptional follow-through	Calm problem solving
Intuitive judgment & anticipation	Attention to detail	Cross-cultural adaptability
Situational awareness	Initiative & resourcefulness	Impeccable punctuality

systems
& knowledge.

Apple Productivity Ecosystem · Microsoft Word & Excel · Google Workspace · Zoom · Slack
Advanced AI Workflows · Legal & Policy Research · Executive Correspondence & Document Analysis · 25 Years' Driving Experience

interests.

Writing · Psychology · Fashion & Design · Travel · Yoga · Surfing · Dance