

letter.

Dear Hiring Team,

For most of my professional life, I have been the person carrying the whole picture — clients, people, schedules, logistics, quality, decisions, unexpected problems and the many small details that determine whether something actually works. I naturally identify patterns, turn recurring tasks into reliable routines and create a flow that makes the entire operation lighter and more efficient.

I have built and operated businesses, managed international creative clients, coordinated complex live projects involving up to 40 people, worked with private and high-profile clients at Christian Lacroix and later with premium international clients through my brand-design studio. For approximately six and a half years, I also traveled internationally while continuing to run my business remotely, eventually traveling through around 35 countries and living in 10.

What I have realized is that the part I value most is not ownership itself. It is making things work exceptionally well — creating enough order that the work gets finished properly and there is still time and space to enjoy life beyond it.

I am now deliberately looking for an Executive / Personal Assistant, Private Office or Operations role where I can become a genuine right hand to one person or a smaller leadership team. I still want to use the skills I have spent years developing — judgment, organization, initiative, anticipation and execution — but now in support of someone else's vision. Having carried founder-level pressure myself, I understand how much attention and energy ownership demands. I want to use that experience differently: protecting someone's time and energy, reducing operational weight and creating more freedom for them to focus on the decisions, responsibilities and risks that genuinely require their attention.

Organization, logistics and timely execution come naturally to me. I am exceptionally precise with timing and follow-through and comfortable moving between very different levels of responsibility — from complex travel planning, project coordination, suppliers and important clients to appointments, reservations, personal errands, office organization and the practical details that make someone's day run smoothly. I am also highly intuitive and tend to notice needs, changes and potential problems before they need to be explicitly pointed out.

Travel logistics are a particular strength. Years of international travel taught me to build complex multi-stop itineraries, compare routes intelligently, work with miles and upgrades, manage transfers and solve problems directly with airlines and service providers. I also hold two nationalities and European residence status, giving me extensive international mobility and broad visa-free access across Europe and many destinations worldwide. One of my most demanding operational projects involved producing a wellness retreat and theme camp in a remote desert environment: planning the infrastructure, coordinating the team and supplies, building the operation, running it for guests and then completely striking the site afterward — including water, electricity, food, equipment and everything required to function where none of those resources were available on-site.

Trust matters just as much to me as competence. Through my design studio I have handled confidential commercial, strategic and digital information, including work with cybersecurity and other security-sensitive businesses. Earlier, luxury private-client work taught me discretion in a very different environment. I communicate directly, respect boundaries, do not engage in gossip or unnecessary office politics and am comfortable protecting another person's time when needed.

Writing, research and digital technology are additional strengths. As a writer, I can turn rough thoughts into clear, polished emails, messages, summaries, titles, speeches, talking points and correspondence while adapting tone to the person, audience and purpose. I am also comfortable working through complex documents and conducting practical legal research, particularly in human-rights and family-law matters, and I genuinely enjoy expanding into unfamiliar areas of knowledge when a task requires it.

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I work confidently across the Apple ecosystem, Microsoft and Google productivity tools, Zoom, Slack and other digital services. AI has become one of my strongest professional tools — not only for drafting or simple research, but for analyzing large files, structuring complex information, managing substantial workloads, solving unfamiliar tasks, planning multi-step projects and building dedicated workflows around them.

I am highly perceptive of people and situations, with strong intuitive judgment and situational awareness. I adapt quickly to the person in front of me and to what the moment requires — whether that means anticipating an executive's needs, adjusting pace and communication style, taking leadership, creating calm, or stepping back and supporting quietly. I can move just as naturally between clients, employees, suppliers, private contacts and different cultural environments without losing clarity or professionalism.

My background naturally draws me toward founders, entrepreneurs and environments connected to fashion, luxury, design, architecture, interiors, art, beauty, hospitality, media, entertainment, technology and other fields where quality, aesthetics, innovation and personal standards genuinely matter.

I am not looking for a generic administrative position. I am looking for the right professional relationship: someone whose work and standards I respect, and for whom my combination of business experience, discretion, organization, international perspective, intuition, writing, technology, fashion and design sensibility, and practical resourcefulness can become genuinely valuable.

What I bring is the ability to absorb complexity and return clarity, structure and time: to notice what needs attention, organize what is scattered, solve what can be solved independently and create more focus and freedom around the person I support. Over time, the value becomes not simply completing tasks, but understanding the person, business and priorities well enough to make the entire operation feel lighter, sharper and more controlled.

That is the professional partnership I am looking for — one in which my strengths create genuine space for someone else to lead, build and make consequential decisions, while I ensure the details, systems and execution are handled with the level of care and precision that allows both sides to perform at their best.

Warm regards,

Leia V.

Leia Vallante
she/her

