

Personal Assistant (,, USD)



Location **North Carolina**
<https://www.genclassifieds.com/x-377161-z>

Hello,

My name is Sonja and I am hoping to find a personal assistant position with the right person or family. I would like to tell you more about myself.

I am 29 years old, recently married, no children, and reside in Raleigh NC near the museum of art and Rex Hospital. I grew up in California and Rhode Island, but have called North Carolina home for the past 10 years. I am college educated and come from a wonderful family.

I am known as a Jill of all trades. I pride myself in doing a job well done and enjoy a challenge. I have always gravitated towards service positions because I truly love to help others. I have a heart of gold towards the people who appreciate and value what I do.

Being a personal assistant is a job of many hats. I am aware that everyone has their own needs and wants. My role as a personal assistant is simple...to make your life easier and reduce your stress in any professional way I can. I am a fast learner and if I am told once, I will do it right.

My skills include:

Childcare - I worked as a full time professional nanny for over 3 years. I've cared for infants up to




teenagers.

Household Management - I am a professional organizer, dry cleaning, gift shopping, seasonal shopping, errands, car wash, etc, what ever you need.

Beauty services - I have been a licensed NC cosmetologist for over 10 years. I specialize in all nail care, hair, waxing, and skincare. I can be your personal spa technician.

Home Interiors - I am a skilled artist. I studied interior design and create art in a variety of mediums. I also professionally paint interior/exterior walls.

Healthy Cooking/Food prep - I am an excellent cook and love to prepare healthy meals. I can customize

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all meals to your specific tastes.

Pets - Love animals and will happily walk your dog or pet sit for you.

These are just some highlights of the many skills I can offer as a personal assistant. I previously worked as an assistant to a family in Washington DC.

My schedule is flexible and I can work around your needs. I am seeking a part time position. Anywhere from 5-25 hours a week. I am open to travel throughout the Triangle.

I would also like to assure you that I have references and a clean background/driving check.

My rate starts at \$15 per hour.

I am looking forward to serving you and would love to talk more about your needs.

Thank you for reading,

Sincerely,

Sonja