



# Marisa Correia

## Private Personal Assistant

### CONTACT

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📍 Santa Clara, CA

### PROFESSIONAL SUMMARY

Dynamic personal assistant with extensive experience supporting high-profile individuals in the entertainment industry, including five years with Taylor Swift and four years with Adam Lambert. Proficient in managing complex schedules, coordinating travel arrangements, and handling confidential communications with professionalism and discretion.

### EXPERIENCE

#### Personal Assistant to Taylor Swift

2019 - 2024

- Managed complex calendar and scheduling requirements, coordinating appointments, meetings, and events across multiple time zones.
- Arranged travel logistics, including flights, accommodations, and ground transportation, ensuring comfort and efficiency during tours and promotional activities.
- Handled confidential correspondence and communication with discretion and professionalism, prioritizing urgent matters and filtering requests as needed.
- Managed household tasks and personal errands, such as shopping, meal planning, and event preparation, with attention to detail and timeliness.
- Liaised with agents, managers, and other team members to ensure seamless coordination and execution of projects and commitments.

#### Personal Assistant to Adam Lambert

2014 - 2018

- Provided comprehensive administrative support, including calendar management, travel coordination, and correspondence management.
- Assisted with concert and tour logistics, coordinating with venues, promoters, and travel agencies to ensure smooth execution of performances and appearances.
- Handled personal finances and expense tracking, managing budgets and reconciling accounts with accuracy and attention to detail.
- Assisted with fan engagement activities, including social media interactions, meet-and-greets, and fan club management.
- Managed personal and professional contacts, maintaining databases and facilitating communication with stakeholders.

### EDUCATION

#### Bachelor's of Business Administration & Hospitality Management

New York University

2010 - 2014