

RONALD CARTER

Private Flight Attendant

(555) 321-4567

ronald.carter@email.com

Miami, FL



PROFESSIONAL SUMMARY

Detail-oriented and discreet hospitality professional with a strong background in luxury service. Passionate about delivering personalized experiences for high-profile clients. Seeking a private flight attendant role with Horizon Elite Charter to provide exceptional service on exclusive flights.

LinkedIn: /in/ronaldcarter

EDUCATION

Diploma in Luxury Hospitality & Travel Services

International Hotel School – Miami, FL

Graduated: 2023

Certifications

- Private Flight Attendant Training (2025)
- Silver Service Certification
- CPR and First Aid Certified
- Wine & Fine Dining Service Training

Additional Training

- Butler Service Training – The International Butler Academy (2024)
- Advanced Etiquette & Protocol Course – The British School of Excellence (2023)
- Personalized Fine Dining Service Workshop – The Luxury Hospitality Academy (2023)

SKILLS

- VIP guest service and discretion Expert
- Personalized in-flight dining and beverage service Expert
- Luxury hospitality etiquette Expert

EXPERIENCE

2022 - Now

Luxury Concierge Assistant

Ritz-Carlton Miami / Miami, FL

- Assist VIP guests by coordinating luxury experiences, including private tours, yacht charters, and five-star dining reservations.
- Maintain a high level of professionalism and discretion while handling the requests of celebrities, executives, and high-net-worth individuals.
- Respond to last-minute changes in guest itineraries, ensuring seamless transitions and stress-free accommodations.
- Work closely with housekeeping and room service teams to guarantee personalized and exceptional experiences for each client.

2021 - 2022

Personal Assistant (Freelance)

Private Client / Palm Beach, FL

- Managed daily schedules, travel plans, and personal errands for a high-profile individual, ensuring efficiency and organization.
- Booked private flights, arrange accommodations, and secure exclusive reservations for international trips.
- Maintained confidentiality while handling sensitive personal and financial information.
- Developed strong problem-solving skills by quickly adapting to changing circumstances and client preferences.

Event Planning Experience

- Coordinate luxury events for VIP clients, ensuring seamless execution of high-end private gatherings.
- Organize exclusive yacht parties and high-profile business meetings, maintaining discretion and professionalism.