

Melanie Ann Collins

PRIVATE SERVICE PROFESSIONAL

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Dear Sir or Madam,

I am writing to introduce myself and to express my interest in a senior private service position.

I have spent thirty years working for principals and their families. Seven of those years were with the chairman and chief executive of a Fortune 100 corporation and his family. Five more were exclusive to a single principal, his family, and his senior staff, on and off the aircraft. The remainder was contract private service for executive, entertainment, and diplomatic principals on domestic and international travel.

The work has covered complex and fluid calendars, correspondence and follow-up, domestic and international travel including private aviation, ground and security coordination, household and vendor management, menu and beverage planning, provisioning, and staff training. I hold an active New York State security license, executive protection and firearms training, and current CPR and first aid, completed because of the proximity this work involves.

I prefer a live-out or hybrid arrangement and am open to the schedule, travel, and location the right position requires. I am available for an immediate start.

References are available on request, and I would welcome the opportunity to speak with you further.

With regards,

Melanie Ann Collins

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