

Melanie Ann Collins

PRIVATE SERVICE PROFESSIONAL

Executive Assistant · Estate & Household Management · Principal Support · Travel & Private Aviation

Newburgh, New York · 845.598.6142 · collinsmelanie845@gmail.com · melanieanncollins.com

PROFILE

Thirty years in private service to principals and their families. Seventeen of those years aboard Gulfstream aircraft, including seven years with one Fortune 100 family and five years exclusive to a single principal, his family, and his senior staff. Work spans complex calendars and correspondence, domestic and international travel, household and vendor coordination, menu and beverage planning, provisioning, and staff training. New York State licensed in security, with executive protection and firearms training and current CPR and first aid.

SCOPE OF SERVICE

PRINCIPAL SUPPORT

Complex and fluid calendar management, high-volume request triage, correspondence and follow-up, contact and relationship management, introductions, confidential document handling, personal procurement, gift and event logistics.

HOUSEHOLD & ESTATE

Formal and informal service, wine and beverage programs, menu planning to principal preference and dietary requirement, vendor and contractor coordination, staff recruitment and training, provisioning, inventory, standards enforcement.

TRAVEL & PRIVATE AVIATION

Multi-leg domestic and international itineraries, private aviation coordination, advance work, customs and immigration documentation, ground transportation and security liaison, hotel and residence preparation, charter coordination across private aircraft and yacht.

SAFETY, RISK & DISCRETION

Licensed protective training, threat awareness in transit and in residence, access control, emergency and medical response, confidentiality at NDA standard, sensitive financial and communications matters.

CREDENTIALS & TRAINING

- New York State Licensed Security Guard, active
- Executive Protection Training, Damon Finch Power Sessions
- Firearms Safety Training
- CPR, First Aid, and First Responder Medical, current

- Flight Safety International
- ServSafe Food and Beverage Certified
- Valid U.S. Passport · NYS Driver's License, clean record
- State and federal background checks completed

TECHNOLOGY Microsoft 365 and Google Workspace for calendar, correspondence, and document management. Daily use of AI tools including Claude, ChatGPT, Gemini, and Perplexity for research, drafting, itinerary building, and vendor comparison.

AVAILABILITY Live-out or hybrid preferred, open to the schedule, travel, and location the right position requires. Available for an immediate start. References on request.

Melanie Ann Collins

PRIVATE SERVICE PROFESSIONAL

Newburgh, New York · 845.598.6142 · collinsmelanie845@gmail.com · melanieanncollins.com

EXPERIENCE

Executive Assistant

2024 TO 2026

Buxton Haulage Inc.

- Supported the principal and family across administration, household staff, travel, vendors, events, and projects, working alongside senior executives, advisors, and outside professionals.
- Managed a complex and fluid calendar together with correspondence, contacts, introductions, commitments, and follow-ups.
- Built and coordinated domestic and international itineraries for business and personal travel, including private aviation, security, hotels, and ground transportation.
- Managed household staff and vendor relationships, and planned corporate events from concept through execution.
- Coordinated with the family office on philanthropic, civic, technology, and personal matters, including real estate projects and sensitive financial and communications material.

Private Service Attendant

2009 TO 2024

Contract engagements: executive, entertainment, and diplomatic principals and their families

- Five years exclusive to a nationally recognized media and entertainment executive, his family, and senior staff, serving both on and off the aircraft: personal support, travel management, menu planning, household coordination, and safety.
- Managed multi-leg domestic and international itineraries across private aviation, ground, and yacht, including advance work, customs and immigration documentation, security liaison, and residence and hotel preparation ahead of arrival.
- Sourced and managed catering, provisioning, and beverage service to individual principal preference and dietary requirement, in cabin and on the ground.
- Served executives, entertainers, and heads of state on international routes under strict confidentiality.

Private Cabin Attendant

2002 TO 2009

American Express Financial Services, flight department · Gulfstream

- Seven years of continuous private service to the chairman and chief executive of a Fortune 100 corporation, his family, and executive guests.
- Designed and delivered the contract flight attendant training program within Cabin Standards and Services. Recruited, trained, and led crew and service staff to a written standard.
- Managed trip logistics, international documentation, catering, and cabin provisioning across a high-volume executive travel schedule.

Cabin Attendant

1997 TO 2002

Continental Airlines · Domestic and international

Career foundation in inflight safety and emergency and medical response.

COMMUNITY

LYNC Community Organization

2018 TO PRESENT

Newburgh, New York

Pursued a personal dream to start a nonprofit and build a school for underserved youth who learn differently. Acquired a federal grant of \$1.3 million and initiated the YouthBuild school inside the Highpoint campus. Recognized with a New York State Senate Commendation Award.