

- SAGE SULLIVAN -

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Personal Assistant with 10 years of experience in customer service, I have developed a deep passion for helping others, along with the commitment and purpose that drive me to always give my best. My coursework at a university has given me a strong foundation in understanding human behavior and ethical decision-making, which I have applied to my professional life. My goal is to leverage both my academic knowledge and hands-on work experience to offer exceptional service to high-level executives, ensuring their personal and professional needs are met with the utmost efficiency, care, and attention to detail.

Experience

JUNE 2024 – PRESENT

VIP Host | TC Restaurant Group | Nashville, Tennessee

I oversee the check-in process for VIP clients and guests at the top four restaurants/bars on Broadway in Downtown Nashville. This role involves preparing and distributing access materials, ensuring a smooth and seamless guest experience, and collaborating closely with team members to provide top-tier service. Managing these VIP arrivals, handling special requests, and offering feedback to the team to ensure optimal performance has taught me to have strong communication and organizational skills, as well as remain calm under pressure in a fast-paced environment.

MAY 2023 – PRESENT

Executives Assistant | Xenon Investment Corp. & Westside Habitats | (Remote) Los Angeles, California

I work directly with the President and Vice President of an investment and property management company, managing both their personal and professional lives. On the business side, I handle over 1,000 incoming emails daily across multiple accounts, ensuring timely and appropriate responses to each project, client, or customer via email or phone calls. I also create and maintain spreadsheets to analyze purchase opportunities and organize calendar events and reminders for important meetings. On the personal side, I oversee their calendars, including travel, school, and extracurricular activities for their families. I collaborate closely with housekeepers and nannies to ensure their children and family members receive proper care. Additionally, I manage their personal vehicles, bank accounts, travel documents, and medical treatment, all of which has reinforced the importance of trust and commitment in supporting high-level executives and their families.

AUGUST 2019 – MAY 2023

Official • Supervisor • Manager | Intramural Sports | Loyola Marymount University in Los Angeles, California

In this role, I was responsible for creating and promoting sporting events and employment opportunities using Canva and various social media platforms, including Instagram. I trained and developed over 25 employees, teaching them to supervise and lead staff members who were tasked with monitoring the safety and procedures of more than 50 different sports games throughout the year. Through my dedication and hard work, I was promoted each year, which motivated me to continually challenge myself in the workplace. This experience also helped me develop resilience and the ability to handle high-stress situations with confidence and composure.

Skills

Customer Service • Organization • Problem Solving • Time Management • Staff Development • Administration • Marketing Communication • Strategic Thinking • Creativity • Public Speaking • Leadership • Teamwork • Google Suite • Microsoft Office

Education

MAY 2024

Bachelor of Arts Psychology • Theology • Philosophy | Loyola Marymount University | Los Angeles, California