



Michelle J. Graham

📍 New York, United States ✉ help@thelifestylesherpa.com ☎ 917-774-0185 [in /in/michelle-j-graham/](https://www.linkedin.com/in/michelle-j-graham/) 🌐 thelifestylesherpa.com

SUMMARY

As your lifestyle management concierge, I am your partner and trusted advisor. Over time, we will know each other so well that I will anticipate and proactively plan and execute for you, your household, and support your business endeavors, allowing you to focus on what's most important to you. I am calm under pressure and work with grace, efficiency, expedience, and discretion.

EXPERIENCE

Executive Personal Assistant (remote)

Mark Grabowski January 2019 - Present, New York, NY

Provide executive support in a one-on-one working relationship to the Managing Partner of Snapdragon Capital Partners. Responsible for a broad variety of administrative, personal, and gatekeeping tasks. Intensive and complex calendar scheduling and maintenance, expense reports, complex travel plans/itineraries.

Personal Assistant

Leslie Abbey January 2012 - Present, New York City & Sagaponack, NY

Provide personal administrative and lifestyle management for Ms. Abbey, Deputy Executive Director of Covenant House and Founder of LIFT, and her family. Manage daily operations at the Hampton estate, and 2 Manhattan residencies. Including oversight of the nanny, housekeeper, estate caretaker, gardener, and chef.

Executive Personal Assistant

Joel Mallin January 2012 - December 2012, New York City & Pound Ridge, NY

Managed administrative, residential estate, and lifestyle for a renowned art collector and attorney with estates in Pound Ridge and Manhattan, including oversight of the Pound Ridge estate winery, apple orchard, and estimated \$100 million art collection.

EDUCATION

MA, English

City College of New York • New York, NY • 2003

BA, English

SUNY Old Westbury • Old Westbury • 1998

SKILLS

Personal and household support

Relocation/moving consulting and management

Office and business administration

Travel planning and booking

Residential estate management

Business support

Event & Project management

Away from home management

Personal assistant and Admin recruitment services