

*Sarah Kennedy*

**KINGS CHELSEA  
RESIDENT PERSONAL  
& VIRTUAL ASSISTANT**



**CLIENT WELCOME PACK**



# Hello!

I'm delighted that you have taken the time to read more about the professional services I can offer and how we can work together to make your day-to-day life easier, giving you more time to focus on your business or spending time with family.

I have over fifteen years' experience working as a Personal and Executive assistant for UHNW individuals, celebrities and VIPs; specializing in luxury lifestyle management. I am used to dealing with highly sensitive personal information having a full understanding discretion. I have proven loyalty and long-term working relationships with clients.

As a Communications graduate and native English speaker, my verbal and written competency are second to none. Using my diligent and diverse administrative skill set, I can efficiently complete a plethora of tasks. I pride myself on maintaining the highest standards of professionalism, accomplishing all projects meticulously and ensuring that deadlines are met.

Having previously lived and worked abroad, I have been in London for five years and now reside at Kings Chelsea year-round. On a personal level I work on a voluntary basis for several charities, with a particular interest in animals and conservation. I am extremely health conscious with a passion for fitness events, having completed several marathons and Ironman triathlons.

I'm really looking forward to working with you!

*Sarah Kennedy*



## TESTIMONIALS



We have known Sarah for 20 years and have always been greatly impressed by her inexhaustible energy and diligence in performing whatever task is asked of her. Her reliability and dedication to the well-being of her employer are exemplary. These traits are greatly valued and are not easily sourced in today's world. From afar she has managed to make our lives so much easier, adding her expert assistance to multiple tasks. We highly recommend Sarah in both a personal and professional capacity without hesitation.

**Angela and Jonathan Scott, Photographers / TV Presenters / Authors  
Nairobi, Kenya**



I have had the pleasure of working with Sarah for over 10 years. She is one of the most organized people I know and is extremely reliable in completing all tasks to very high standards. Her attention to detail is impeccable and she is very proactive. Sarah is also an incredible event planner. Her ability to anticipate 'issues', plan an event and bring everything together is beyond impressive.

**Laura Kimble, CEO, Nassau, Bahamas**



Sarah has helped me enormously to bring more structure and organization to my life. She has supported with real estate investments both in the UK and International, liaising with solicitors and contractors on my behalf. She is responsible for all furnishings, deliveries and setting up the properties. Sarah is a meticulous travel planner, putting together and managing complex itineraries.

**J Granados, Financial Services, London**

# SERVICES OFFERED

## LIFESTYLE MANAGEMENT

- Helping with your to-do list and creating action lists
- Planning your schedule, both personal and professional
- Managing valuables, art and wine collections including storage
- Co-ordinating and receiving deliveries
- Preparing your residence(s) for your arrival, cleaning, groceries, flowers etc
- Liaising with private member clubs
- Online shopping and returns
- Appointment bookings / amendments / cancellations i.e. medical, personal, pet care, restaurants, transportation, theatre, sports events etc
- Co-ordinating house moves
- Managing / renting of your Kings Chelsea Parking space
- Collecting and forwarding mail from your Kings Chelsea mail box

## EXECUTIVE SUPPORT

- Inbox and diary management
- Fielding calls and returning messages
- Client and customer management
- Co-ordinating office moves
- Preparing presentations, document formatting, creating spreadsheets
- Meeting scheduling
- Maintaining databases and data entry
- Staff recruitment
- Expense management
- Board and committee support
- Website maintenance
- Ordering supplies
- Inputting orders, creating invoices, following up on late payments

## PROPERTY MAINTENANCE & MANAGEMENT

- Managing ongoing maintenance
- Scheduling and coordinating annual services and repairs
- Overseeing renovation projects
- Sourcing contractors and obtaining quotations
- Re-organization of wardrobes and closets
- Managing rental properties, long term and short term lets e.g. Airbnb
- Hiring and managing household staff

# SERVICES OFFERED CONTINUED

## TRAVEL

- Planning bespoke detailed travel itineraries
- Booking and amending flights, hotels, restaurants, car and everything travel related
- Application for visas and passports or any necessary documentation
- Currency exchange
- Researching destinations and experiences

## EVENT ORGANIZATION

- Full event planning and management
- From large scale parties to intimate home dinners
- Venue hire, invitations, caterers, staff, decorations, cake, flowers, entertainment etc
- Budget management

## GENERAL ADMINISTRATION, RESEARCH & REPORTS

- Researching custom subjects
- Finding facts and figures, organizing information
- Researching service providers
- Paying bills, insurances etc
- Car MOT, tax, maintenance
- Household budget preparations

## ERRANDS AND PERSONAL SHOPPING

- Mailing / courier items
- Collecting products in person
- Sourcing, purchasing and returning gifts
- Dry cleaning
- Grocery shopping / deliveries

ADDITIONAL SERVICES BY REQUEST

# PRICING

## **Virtual PA Support**

Charged at £40 per hour

## **Virtual Retainer Package**

10 hours of virtual support per month for £350

## **In Person Support**

Charged at £65 per hour

## **In Person Support Retainer Package**

5 hours of in person support per month for £300

10 hours of in person support per month for £550

## **In person out of office hours support (after 6pm and on weekends)**

Available by pre-arrangement charged at £130 per hour



## WHY HIRE A PERSONAL ASSISTANT?

**Work Smarter, Not Harder:**

**7 Reasons To Hire An Executive Assistant**

Forbes, May 30, 2023

**Can a virtual PA turbocharge your career?**

FT, June 4, 2023



## NEXT STEPS

Please contact me on the details below so we can schedule a mutually convenient time for a call or an in-person meeting. We will discuss your needs, requirements and how I can help simplify your life!



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