



MARY JEAN ZISKA

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Naples, FL, USA

EDUCATION

**Bachelor of Science in
Health and Human
Performance**
University of Florida

CORE COMPETENCIES

- ◆ Concierge & Resident Services
- ◆ Personal Care & Support
- ◆ Hospitality & Guest Relations
- ◆ Event Planning & Coordination
- ◆ Multitasking & Time Management
- ◆ Vendor & Schedule Management
- ◆ Problem-Solving & Resolution
- ◆ Client Relations & Discretion
- ◆ Professional Demeanor

TECHNICAL SKILLS

- ◆ Phone & Front Desk Management
- ◆ Calendar Management
- ◆ Client & Resident Data Base Management
- ◆ Event Coordination
- ◆ Multitasking & Prioritization
- ◆ Organized & Efficient
- ◆ Punctual & Reliable
- ◆ Attention to Detail
- ◆ Orderly & Structured Work Flow Environment
- ◆ Proactive Support

SUMMARY

Experienced concierge, caregiver, and hospitality professional with 20+ years of expertise in personal care, client services, and lifestyle management. Skilled in creating warm, welcoming environments for residents and guests, with a proven record of multitasking, problem-solving, and coordinating events. Background includes leadership, businessowner, event planner and assistant director in caregiving services. Recognized for professionalism, compassion, and the ability to anticipate and exceed client needs. Seeking to bring strong hospitality standards, resident-focused care, and organizational excellence to the role assigned within your company.

PROFESSIONAL EXPERIENCE

Ventures By MJZ -Founder

Naples Florida | 2025 – present

- ◆ Provide high-level concierge and caregiving services, ensuring client comfort, safety, and personalized support.
- ◆ Coordinate events, travel, appointments, and daily schedules with professionalism and discretion.
- ◆ Build strong client relationships through consistent, compassionate, detail-oriented service.
- ◆ Manage logistics, vendor coordination, and client communications with efficiency and care.

Tender Loving Care Services

Assistant Director (2007)

Care Provider | 1992-present

Naples Florida | 1992-present

- ◆ Oversaw caregiving and scheduling for children and senior clients in private residences, hotels and resorts.
- ◆ Ensured quality standards & personalized care tailored to unique private households, guests or resort preferences and specifications.
- ◆ Supported operations by training and supervising staff, improving client satisfaction and trust.
- ◆ Initiated full year contract of exclusive Tender Loving Care services for Waldorf Astoria | Naples Grand 2007.