

Genevieve Lynn

strategic, creative, people-centered leader.

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Self starter with a high level of discretion and a proactive mindset.
Excellent communication and organizational skills. Experienced
working with a large organization and team.

EXPERIENCE

2020 - Present

- **Executive Assistant to the Artist (C- level executive)**

Served as the primary support and right hand for the Artist, delivering executive-level assistance by managing, overseeing, and coordinating all aspects of daily personal and professional activities to ensure efficient and seamless operations.

2017 - 2020

- **Personal Assistant to the Artist (C- level executive)**

Right hand to Artist, delivering high-level support in managing, overseeing and coordinating daily personal and professional activities

- Managed complex scheduling for the artist, including personal, business, and family calendars, ensuring effective time management and seamless coordination of activities.
- Act as the gatekeeper for the artist, liaising with high-profile friends and family, company management, and external collaborators including emails, phone calls, and mail, to ensure timely responses and efficient communication flow
- Prioritize and provide strategic administrative and project management support for both personal and business projects.
- Coordinate all aspects of domestic and international private travel including air, ground, and lodging arrangements for personal/family travel, business and while on tour.
- Coordinate all commercial travel for staff including booking flights, accommodations, and transportation.
- Extensive event planning and management
- Recruit, manage, and supervise personal and household staff
- Trained and mentored junior staff, providing guidance and support to enhance their skills and performance.
- Conducted research and compiled data for special projects, providing executives with relevant information and analysis to support strategic decision-making.
- Implemented process improvements to enhance administrative efficiency, including developing new procedures and streamlining existing workflows
- Handled confidential information with discretion and professionalism, maintaining high levels of trust and integrity in all dealings.
- Coordinated high-level meetings including preparing agendas, taking notes, and ensuring all logistical details were handled smoothly.
- Project management.
- Oversee essential supplies for both personal and professional life

2016 - 2017

- **Lead Wardrobe Stylist Assistant**

Served as the key assistant to the Stylist, managing day-to-day operations with a focus on efficiency and support.

- Assisted senior stylists and clients in creating personalized wardrobe plans for events and daily wear.
- Conducted client consultations to understand style preferences and needs, delivering tailored fashion solutions.
- Organized and maintained wardrobe inventories, streamlining the styling process
- Sourced and selected fashion pieces, managing timely delivery and budget adherence.
- Provided administrative support, including scheduling, client communications, and invoicing.
- Implemented systems for storing and cataloging fashion items to improve efficiency.
- Supported on-set styling with clothing arrangement, wardrobe changes, and visual consistency.
- Coordinated fittings and alterations to ensure perfect garment fit and client satisfaction.
- Oversaw a team of assistants

2013 - 2016

- **Freelance Wardrobe**

Worked as Key stylist, Personal Stylist, Costume Designer, Assistant Costume designer, Wardrobe PA, Set Costumer, Wardrobe Supervisor and Styling Assistant.

- Curated and coordinated wardrobe for a diverse range of projects, including TV shows, music videos, magazine shoots, photo shoots, visual albums, world tours, short films, and feature films.
- Coordinated fittings, sourced fashion pieces, and handled wardrobe logistics
- Pulled outfits for various events, photoshoots, everyday wear, while staying current with trends and designer collections.
- Oversaw continuity of wardrobe on and off set
- Managed and maintained a detailed inventory of costumes and accessories, including tracking, organizing, and ensuring the proper storage and care of all wardrobe items.

