



## CONTACT



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[www.FirstClassCuration.com](http://www.FirstClassCuration.com)

## EDUCATION & CERTIFICATIONS

Bachelor's Degree  
Business Administration  
Marketing  
Kennesaw State University  
2008-2012

Life & Health Coaching  
Certification  
Health Coach Institute  
2020

Google Project Management  
Certification  
June 2022

AirCare FACTS Certification  
Sept 2022- Present

CPR & AED Certified  
American Heart Association  
2022- Present

eFood Handler Certification  
2022

# Barbara Bambo

Corporate Flight Attendant & Talent Manager

## PROFESSIONAL PROFILE

Experienced contract VIP flight attendant that excels in ensuring every passenger and pilot is exceptionally attended to in a clean, comfortable, and **safe** environment. AirCare FACTS trained and CPR/AED certified by the American Heart Association (AHA) for PART 91 & 135 aviation. 12+ years combined professional experience serving as a Talent Manager, an executive assistant, business to business sales account manager, and process improvement project manager for Fortune 100 companies and C-Level executives.

## EXPERIENCE

### VIP Flight Attendant | Contractor

September 2022 – Present

Trusted contract flight attendant for several reputable charter companies to serve and ensure safety of UHNWI (ultra-high net-worth individuals) and VIP passengers. Cultivate enjoyable, relaxing, and safe traveling experiences for everyone aboard. Maintain the cleanliness and functionality of safety equipment on the aircrafts.

- Domestic and international experience with Falcon 900 and Challengers 604 & 605
- Establish good communication with pilots, as well as plan for and anticipate their needs and preferences to create a strong rapport and enjoyable work environment
- Ensure all passengers have positively memorable experiences by attending and catering to individual needs and adapting as they change
- Serve as the communication liaison between the pilots and passengers
- Understand what and where safety equipment is located on the aircraft and that other essential equipment is present and functioning (see something, say something)
- Create customized experiences by ensuring all catering requests are onboard, and the aircraft is stocked with ice, beverages, spirits, snacks, special preferences and requests
- **Discretion** & privacy for all passengers

### Executive Assistant Project Manager | First Class Curation

March 2020 – Present

All in one executive assistance service with experience ranging from managing day to day communication to complex calendars and travel coordination to project management. Discretion/confidentiality and exceptional customer experience is valued above all and guaranteed.

- Manage complex calendars: prioritize and schedule appointments, meetings, and events
- Streamline and oversee daily communication: prioritize and respond to emails and calls, draft and proofread emails and other written communications
- Foster and maintain strong working relationships with internal and external stakeholders, staff, and external partners/vendors that enhance collaboration
- Plan and coordinate travel arrangements including, flights, accommodations, and transportation
- Serve as hub of information to structure project plans, roles/responsibilities, objectives, deliverables, processes, and standards to ensure project success
- Proven track record of executing conceptualization to implementation

## EXPERTISE

Confidentiality / Discretion

Emotional Intelligence

Complex Problem Solving

Adaptability

Process Transformation

Executive Presence

Persuasive

Talent Management

## SKILLS

Interpersonal

Written, Verbal, and Non-verbal  
Communication

Project Planning & Management

Detail Oriented

Event Planning

Travel Coordination

Organization

Negotiation

Asana

Salesforce

Microsoft Office Suite

## LANGUAGES

English (Native)

Spanish (Intermediate)

## INTERESTS

Hospitality

AI/ML

Travel

Private Aviation

Self-Improvement

## EXPERIENCE (Continued)

### Talent Manager | First Class Curation

May 2021 – Present

Talent Management is the process of acknowledging standout skillsets and leveraging them to create a sustainable career and lifestyle. Partnering with a Talent Manager that is equally invested and believes in your abilities, and trusting them to help guide, prepare, and equip you with every necessary resource results in effective management.

- Ensure the client's talents are effectively showcased and monetized while safeguarding their professional interests
- Strategize and execute plans that advance the client's career
- Negotiate contracts, manage and streamline finances, handle scheduling and calendaring of events
- Manage and streamline communication and navigate industry relationships
- Create and maintain the client's professional resumes and accolades
- Plan and oversee marketing events and appearances
- Liaise with potential clients to create new /additional opportunities
- Ensure the client has access to all necessary resources for success and career advancement

### Consultant Project Manager | Genpact

December 2021 – November 2023

An initial consultant that served as subject matter expert (SME) on sales and commercial projects and transitioned into interim project manager: responsible for project planning, resourcing, creating schedules/timelines, and monitoring progress.

- Managed project scheduling and communications for cross functional and international teams
- Collaborated with project team members, internal and external stakeholders to structure plans, necessary resources (budgets for specialists, SMEs, etc.), responsibilities, deliverables, and timeframes for project success
- Assisted with establishing project standards, cadence, and scope for project documentation to ensure success of project sprints and phases
- Managed agendas and action items, task owners, due dates, risks, and created templates and new project tools where necessary
- Tracked and reported key metrics, data requests, recorded key insights, provided recommendations, and highlighted early wins
- Delivered regular communication to executive level and cross functional stakeholders and prepared content for presentations
- Developed strong rapport and relationships with external stakeholders that resulted in new opportunities