

SHANNON SAMIA

EXECUTIVE HOUSEHOLD & FAMILY OPERATIONS MANAGER

Austin, TX | shannonsamia@gmail.com | shannonsamia.space

PROFESSIONAL SUMMARY

Executive household and family operations professional with 10+ years of private-service experience, including 5+ years supporting a high-net-worth executive household. Skilled in multi-property operations, complex scheduling, vendor management, family logistics, travel, relocation, and confidential support.

CORE EXPERTISE

Executive Household Operations • Multi-Property Management • Vendor & Contractor Management • Complex Calendar Management • Family & Teen Logistics • Academic & Medical Coordination • Travel & Event Logistics • Purchasing & Inventory • Relocation Support • Confidential Communication

PROFESSIONAL EXPERIENCE

Executive Project Manager | Household & Family Operations | Private Household

Dec 2020 - Present

Austin, TX Metropolitan Area

- Direct day-to-day operations for a high-net-worth executive household, coordinating family priorities, appointments, errands, purchasing, deliveries, returns, household inventory, and time-sensitive requests.
- Manage operations across multiple residences, including repairs, preventative maintenance, property projects, installations, vendor access, deliveries, packing, and moving logistics.
- Source, vet, schedule, and oversee contractors, specialty vendors, household staff, groundskeepers, and pet-care providers; obtain quotes, coordinate access and handoffs, troubleshoot issues, and drive work through completion.
- Maintain complex family calendars spanning school, academics, athletics, medical care, tutoring, travel, household appointments, social commitments, and family events.
- Coordinate teen academics, athletics, medical care, transportation, and travel, including testing, tutoring, coaches, healthcare providers, driver's licensing, vehicle appointments, passports, forms, itineraries, and reservations.
- Serve as central point of contact among principals, staff, schools, providers, coaches, contractors, and vendors while providing flexible evening, weekend, overnight, house-sitting, pet-care, and family coverage as needed.

Household Manager | Private Human Service

Aug 2013 - Aug 2019

- Managed long-term household and family support, including scheduling, errands, childcare, organization, transportation, household needs, and dependable day-to-day execution.
- Built trusted relationships through consistent communication, flexibility, discretion, and hands-on support across changing family priorities.
- Supported household organization and family routines with consistent reliability, discretion, and attention to changing day-to-day needs.

Education Specialist | Center for Child Protection

Oct 2019 - Nov 2020

- Coordinated child-abuse prevention and educational trainings for professionals, community members, schools, and children; managed outreach, scheduling, and follow-up.
- Maintained training and participant records in Raiser's Edge and supported nonprofit administration, relationship cultivation, and family-facing center operations.

English Language Teacher | Manor Independent School District

Jun 2020 - Jun 2021

- Supported student learning through classroom instruction, planning, communication, and coordination in a public-school setting.

Child Advocate Administrative Assistant | Children's Advocacy Center for Smith County

Sep 2018 - May 2019

- Supported child-advocacy administrative operations and family-facing services in a community nonprofit environment.

EDUCATION

B.S., Social Work, Texas College, 2019 (GPA 3.8) | A.A., English Language & Literature, Tyler Junior College, 2015

SELECTED TRAINING & CERTIFICATIONS

Human Trafficking Course Certification | Introduction to Child Sex Trafficking | Effective Culturally & Developmentally Appropriate Practices to Support Early Learning