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TIA PLATTE

HOUSEHOLD MANAGER/EXECUTIVE ASSISTANT



Household Manager/Executive Assistant with extensive personal support, property administration, and operations experience, improving household efficiency through organized systems and responsive service. Coordinates calendars, vendors, inventory, rental listings, and guest communication with discretion and attention to detail. Brings proactive project management and client-service expertise to support seamless household operations.

EMPLOYMENT HISTORY

AUG 2026 – PRESENT

Personal/Operations Assistant, Vogue Rentals, Richmond, VA

- Owns household management projects to refine operational systems and improve day-to-day efficiency
- Performs light cleaning, organizing, laundry support, and quality checks to maintain guest-ready standards
- Maintains organized stocked items and optimized placement for quick access
- Manages inventory and restocked supplies through online ordering to prevent shortages and support operations
- Handles Airbnb rental listings and guest communication to support reservations and inquiries
- Completes administrative tasks, calendar management, and spreadsheets to keep operations on track
- Supported personal residence setup as a furnished rental to maintain property administration and market readiness

AUG 2026 – PRESENT

Substitute Instructor, The Country Club of Virginia, Richmond

- Covers occasional yoga and barre classes, following instructors' plans and maintaining class flow.
- Made substantial improvements in client mobility through customized yoga sequences and attention to individual needs.
- Adapted sequences on short notice for mixed-level participants, preserving safety and class continuity.

APR 2023 – PRESENT

Owner/Operator, Taj Wellness, LLC, Richmond, VA

- Provides holistic household management blending specialized physical wellness with high-level household operations.
- Manages end-to-end operational logistics for private residence while carving out dedicated space for private yoga and/or somatic movement.
- Conducts private yoga sessions tailored to meet individual goals, improving physical and mental health.
- Empower clients to make informed decisions about their health and environment through education on nutrition, fitness, organization, and stress management.
- Designed community workshops and marketed events on Instagram and Facebook to expand brand awareness and community outreach.
- Launched and managed daily studio operations, scheduling classes and handling client bookings with Mindbody.

NOV 2024 – JAN 2025

Personal Assistant/Yoga Instructor, David Turner, Midlothian, VA

- Managed daily calendar management for an executive, scheduling meetings and minimizing time conflicts.
- Handled confidential correspondence with discretion, drafted responses, and prioritized messages for executive review.
- Organized filing systems for personal records and medical documents to speed retrieval during appointments.
- Prepared personalized yoga sequences and modifications based on client injuries and progress notes.

AUG 2023 – JUN 2024

Program Director - Yoga, Revolution Brazilian JuJitsu, Richmond, VA

- Streamlined wellness programs at Revolution BJJ through proactive project management.
- Expanded client base via effective email marketing, guest communication, and social media strategies.
- Developed structured progression frameworks for enhanced student engagement and operational consistency.
- Achieved measurable program growth through responsive client relations.

JUN 2007 – MAR 2022

Owner/Operator, Yoga Source, LLC, Richmond, VA

- Led all aspects of yoga studio operations, driving business growth through strategic marketing, exceptional client services, and budget tracking while maintaining financial sustainability.
- Pioneered innovative yoga programming that responded to evolving market trends, building a loyal community of practitioners and establishing the studio as a wellness destination.
- Directed comprehensive business operations including staff management, calendar management, financial oversight, inventory management, and facility maintenance while ensuring regulatory compliance.
- Cultivated strong relationships with instructors, clients, vendors, and community partners to create an inclusive studio environment that fostered personal growth and wellbeing.

EDUCATION

AUG 1995 – DEC 1999

BFA Dance & Choreography, Va Commonwealth University, Richmond, VA

CERTIFICATIONS

AUG 2026 – PRESENT

House Management, Sage Haus

OCT 2000 – PRESENT

ERYT500 - Experienced Yoga Instructor, National Yoga Alliance

2016 – PRESENT

YACEP - Continuing Education Provider, National Yoga Alliance

MAR 2023 – 2024

Health & Wellness Coach, Dr. Sears Wellness Institute

MAY 2021 – MAY 2027

CCMA Certification - Clinical Medical Assistant, National Healthcare Association

SKILLS

Adaptability, Appointment Scheduling, Attention to Detail, Calendar Management, Communication, Client Relations, Creativity, Customer Service, Discretion, Empathy, Event Coordination, Fitness Planning, Guest Communication, Health Education, Healthcare Navigation, Holistic Support, Household Management, Inventory Management, Maintenance Coordination, Medical Coordination, Mindfulness Practices, Nutritional Guidance, Patient Advocacy, Problem Solving, Project Management, Property Administration, Rental Listings, Research Skills, Self-Care Guidance, Social Media Strategy, Stress Management, Team Collaboration, Technology Utilization, Time Management, Vendor Coordination, Wellness Coaching, Yoga Therapy