

Melissa Rivers

Corporate Concierge

CONTACT

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United States, San Francisco, CA

EDUCATION

Bachelor of Arts in Communications

San Francisco State University,
Graduated: May 2016

AWARDS

Unified Service Excellence Award –
Unified Ventures HQ, 2022

Outstanding Internal Support
Recognition – Luxelink Corp, 2018

LANGUAGES

- Spanish – Conversational
- Mandarin Chinese – Basic proficiency

PROFESSIONAL SUMMARY

Detail-oriented and tech-savvy corporate concierge with experience supporting C-suite executives in dynamic office settings. Skilled in high-level hospitality, internal event planning, and executive travel logistics.

EXPERIENCE

Corporate Concierge 2020 - Now Unified Ventures HQ, San Francisco, CA

- Manage complex itineraries, meetings, and dining arrangements for executives and visiting clients.
- Oversee vendor contracts for services including catering, car service, and dry cleaning.
- Organize on-site wellness events, team-building sessions, and seasonal office celebrations.
- Provide front-line support and VIP care for international guests and investors.

Administrative Assistant 2016 - 2020 Luxelink Corp, San Mateo, CA

- Supported daily operations for a 20+ member executive team, including calendar and travel management.
- Initiated and helped implement an in-house concierge service to improve employee experience.
- Streamlined communication between departments, enhancing internal workflow.

SKILLS

Microsoft 365 & Outlook	★★★★★
Executive support & travel coordination	★★★★★
Event planning & on-site hospitality	★★★★★
VIP guest relations	★★★★★
Vendor and contract management	★★★★★
Professional discretion & data privacy	★★★★★