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DANIELLA SFORZA
PERSONAL EXECUTIVE ASSISTANT
HOLISTIC ESTATE MANAGEMENT

SUMMARY

Executive Personal Assistant | Estate & Household Manager | Etiquette & Cultural Specialist

Warm, discreet, and culturally fluent Executive Personal Assistant and Estate Manager with over 15 years of experience supporting UHNWIs, diplomats, and distinguished families across the U.S., Argentina, and Costa Rica. Known as a versatile "expert generalist," I provide attentive support to principals, families, and households—balancing seamless logistics with genuine, people-centered care. Equally confident in executive office management, hands-on personal assistance or lifestyle consultant, I bring calm authority, anticipation, and creativity to every task, whether coordinating private aviation, managing complex schedules, curating cultural itineraries, or caring for principal's children and seniors. I am recognized for reliability, discretion, and delivering high-touch hospitality in dynamic, multicultural and exacting environments.

CORE COMPETENCIES

- Executive & Lifestyle Support
- Complex Scheduling & Calendar Management
- Global Travel & Bespoke Itinerary Coordination
- Estate & Household Operations Oversight
- Vendor & Staff Relations
- Confidential Correspondence & Reporting
- Luxury Guest Services & Family-Centered Care
- Event & Cultural Program Planning
- Bilingual Communication (English/Spanish; Italian conversational)

PROFESSIONAL EXPERIENCE

Curating Director of Exhibitions & Operations
OMSA Gallery – Fort Lauderdale, FL | 2023–Present

- Lead daily gallery operations with creativity and precision, from staff hiring, art handling, vendor management, exhibition creation, marketing to press relations. All hats.
- Acceptance into Art Miami and Palm Beach before one year in existence. Art fair set up and take down, overseeing all aspects of stewardship of millions of dollars of artwork.
- Maintain smooth financial reporting and digitalized inventory systems while ensuring facilities and security protocols meet the highest standards.
- Support artists, collectors, and guests with attentive, personalized care, creating a welcoming cultural experience.

Estate Manager & Executive Personal Assistant (Remote)
Private Principal – Miami, FL / Buenos Aires, Argentina | 2021–2023

- Served as trusted calendar and travel designer, creating memorable itineraries and logistics with precision and attention to double bookings, connections and flow.
- Managed budgeting and reconciliations, reporting directly to the comptroller with accuracy and discretion.
- Organized medical logistics, digitalized inventories, collections.
- Ensured seamless support in both personal and professional matters.

Arts & Cultural Docent & Coordinator
S4ZA Tours – Miami, Palm Beach, Costa Rica, Buenos Aires, NY | 2021–2023

- Designed and guided luxury bilingual cultural tours, tailoring itineraries to guest interests and ensuring memorable experiences.
- Coordinated all aspects of logistics—from transport to hospitality—so clients could relax and enjoy.
- Created engaging moments of social connection that blended education, travel, and service.

Estate Manager & Family Assistant
Private Family – Long Island, Miami, Boca Raton, Costa Rica | 2013–2021

- Oversaw daily operations of multi-residences, coordinating staff, contractors, and seasonal transitions with foresight and ease.
- Supported family travel, social events, and philanthropic projects with discreet, detail-oriented planning.
- Managed art collections, vehicles, insurance, rentals, inventories, and staff.
- Parlayed with medical staff with precision while providing warm, hands-on end of life assistance.

Art Gallery Curating & Operations Consultant
S4ZAProjects: ZAGallery | LMNT | Rosenbaum Contemporary – Wynwood & Boca Raton | 2010–2013

- Curated exhibitions of modern and blue-chip artworks (Katz, Twombly, Warhol, Indiana, Chamberlain, Mitchell, etc.) while handling publications and events
- Oversaw sales team and artist relations.
- Guided collectors in secondary market investment, helping marry design to art.

Marketing & Communications Manager
Miami International Film Festival – Miami, FL | 2009–2010

- Directed press and communications while creating partnerships with cultural institutions.
- Managed logistics for visiting celebrities and artists, ensuring flawless experiences from arrival to curtain call.

New Media Global Producer (On site and Remote)
Discovery Communications – Miami, FL | 2007–2009

- Produced bilingual digital content for Discovery Channel Latin America, blending creativity with deadline-driven execution for more than a dozen projects in support of programming.
- Led cross-cultural teams remotely, ensuring collaboration, clarity, creativity and consistent delivery.

Personal Assistant & Estate Manager
Private Principal – Buenos Aires, Argentina | 2001–2007

- Provided daily support for principal, including household logistics, staff coordination, and financial tracking as well as crisis management.
- Managed vehicles, travel, and art studio operations with discretion and resourcefulness.
- Assisted in the creation of elaborate events and celebrations, including her wedding.
- Language and technology support.

Executive Assistant to CEO
Hicks Muse Tate Furst / BGS Investments – Buenos Aires | 2000–2002

- Managed demanding executive schedules and international travel.
- Researched, prepared presentations, and
- Supported crisis response with professionalism and calm.
- Tutoring in technology and language support on the ground.

Diplomatic Corps Support | Assistant to Chargé d'Affaires
Embassy of Nigeria – Buenos Aires |1998–2000

- Assisted in housing procurement, leases, and inventory management for diplomatic residences.
- Oversaw embassy vehicles, vendor relations, and budget tracking while organizing high-level cultural events.
- Assisted diplomats in information management, press relations, crisis management.

Art Critic & Cultural Writer
Buenos Aires Herald – Buenos Aires | 1986–1992

- Wrote arts and culture reviews and conducted in-depth interviews.
- Translated and edited for an international readership on the arts.

Production Assistant
Guggenheim Foundation – New York, NY | 1984–1986

- Coordinated fellowship program logistics and artist submissions.
- Presentation preparation for review by an illustrious jury including Frank Stella and George Segal among others.

EDUCATION

- New York University – BA, Political Science & History | Manhattan, NY
- Miami Dade College – AA, General Studies | Miami, FL

CERTIFICATIONS & TRAINING

- Florida Notary Public
- Property Management Certification – Gold Coast Schools (2025)
- Estate Management – Polo & Tweed in process (2025)
- Emily Post's Etiquette, The Centennial Edition
- Real Estate Certification – Gold Coast Schools
- CPR, First Aid & AED – American Red Cross (2025)
- Yoga Instructor – Yoga Alliance (500 Hours, 2008–2009)
- Health Coach – Institute for Integrative Nutrition, NY (2016)
- Interior Design Certification – Londoners, UK (2017)
- Portraiture & Lighting – ICP, NYC (1984–1986)

LANGUAGES

- English – Native
- Spanish – Native
- Italian – Conversational
- Portuguese – Comprehension

ADDITIONAL

- U.S. Passport & Global Entry Enrolled (Since 2014)
- Safe Driver License – Florida & New York
- Background check, physical exam
- References upon request