

NATALIA MELOW

EXPERIENCE · RELATIONSHIPS · WELL-BEING

Executive Support | Luxury Client Experience | Travel & Events | Wellness

Naples, Florida | Remote, Hybrid & On-site | Bilingual: English & Spanish

EXECUTIVE PROFILE

Multidisciplinary professional with 10+ years of experience creating high-touch experiences, cultivating trusted relationships, and supporting individual and organizational well-being. Combines executive-level support, luxury client care, travel and event coordination, strategic communications, and wellness expertise to anticipate needs and deliver seamless experiences. Brings discretion, emotional intelligence, refined communication, adaptability, and meticulous follow-through to every client, executive, team, and partnership.

SIGNATURE EXPERTISE

Executive Support Trusted coordination, research, scheduling, communications and proactive follow-through.	Luxury Client Experience High-touch service, discretion, relationship care and anticipation of individual needs.
Travel & Events Experience design, itineraries, logistics, vendors, guests and on-site coordination.	Wellness Mindfulness, breathwork, resilience, stress management and human-development experiences.

PROFESSIONAL EXPERIENCE

MELOW LLC | Founder - Client Experience, Wellness & Strategic Relationships

United States | 2017 - Present

- Design and coordinate high-touch wellness, lifestyle, travel, and experiential services for private clients and organizations.
- Manage executive and client support needs including schedules, research, logistics, vendors, communications, and personalized experience planning.
- Build and nurture relationships among companies, professionals, clients, and strategic partners through thoughtful outreach and consistent follow-through.
- Develop polished client-facing copy, email communications, proposals, and relationship-driven messaging aligned with professional brand standards.
- Coordinate events and guest experiences from planning through execution, anticipating needs and maintaining discretion, responsiveness, and attention to detail.

OVERNATURAL | Corporate Mindfulness Facilitator & Client Communications

Texas, United States | 2021 - 2024

- Designed and facilitated corporate wellness experiences supporting employee well-being, engagement, resilience, and sustainable performance.
- Managed polished client-facing communications, professional emails, and relationship-focused messaging supporting corporate connections.
- Led stress-management experiences using mindfulness, guided breathing, grounding, and restorative practices to support focus and emotional regulation.
- Facilitated resilience-focused sessions integrating breathwork and emotional awareness for employees navigating workplace pressure and anxiety.

MAXWELL LEADERSHIP / JOHN MAXWELL TEAM | Certified Coach, Trainer & Speaker

Orlando, Florida | Professional Practice

- Deliver leadership, communication, coaching, facilitation, and public-speaking experiences for individuals, teams, and professional audiences.
- Develop storytelling, presentation narratives, and written content that strengthen conferences, mentoring experiences, and leadership communications.
- Create polished copy and professional messaging designed to engage audiences, communicate ideas clearly, and strengthen participant relationships.
- Facilitate employee and corporate development experiences focused on stress management, resilience, communication, and personal leadership.

SECRETARIA DISTRITAL DE INTEGRACION SOCIAL | Educational Project Manager

Bogota, Colombia | 2013 - 2017

- Managed educational and human-development initiatives within a major public social-services organization.
- Coordinated stakeholders, programs, logistics, community-facing initiatives, and multidisciplinary teams from planning through implementation.

EDUCATION & CREDENTIALS

2013	Bachelor of Education in Recreation, Experiential Education & Human Development Universidad Pedagogica Nacional
2014	Graduate Specialization in Human Development, Affective Processes & Creativity Universidad Distrital Francisco Jose de Caldas
2019	Certified Coach, Trainer & Speaker - Leadership & Communication Maxwell Leadership Orlando, Florida
2023	Advanced Certification in Transformational Coaching Karen Hoyos International Miami, Florida
2024	Certified Integrative Health Coach Institute for Integrative Nutrition New York
2025	Leap Social Media & Influencer Strategy Externship Extern
2026	Sustainable Hospitality and Tourism Development Les Roches Switzerland In Progress
2026	Somatic Healing Certification with Vinyasa Practice Texas, United States In Progress
2026	Service Excellence Provider Certificate Forbes Travel Guide - The Academy In Progress
2026	Banquet & Event Service Forbes Travel Guide - The Academy In Progress
2026	Corporate Strategy Externship, Mentored by Eric Ries Extern Planned

PROFESSIONAL DIRECTION

Seeking a trusted role at the intersection of experience, relationships, and well-being—supporting an executive, private client, or organization through exceptional service, thoughtful relationship management, seamless travel and event execution, and wellness-informed leadership. Open to executive or personal support, luxury client experience, travel and events, wellness, communications, or a specialized role where these strengths create meaningful value.

EXPERIENCE WITH INTENTION. RELATIONSHIPS WITH CARE. WELL-BEING WITH PURPOSE.