

NAME

ESTATE MANAGER

Qualifications

- Experienced Estate and Household Manager
- Skilled liaison for personal matters, business concerns and property management
- Proven ability to complete projects on-time and on-budget
- Excellent professional communication skills
- Detailed, organized, discreet and professional
- Dedicated and loyal; willing to go the extra mile with the employers' best interest in mind
- PC, Mac, smartphones and tablets; proficient with more than 25 years' experience using Microsoft Office, QuickBooks, MadCap Flare and other important software programs

Professional Experience

June 2015 - Present

Estate Manager – Confidential Private Employer - Beverly Hills, CA

Manage 14,000 sf Italian villa.

- Serve as chief of staff overseeing scheduling, training and productivity of housekeeping, housemen, security, chef and grounds keeping teams
- Liaise with executive assistant daily concerning personal and business concerns
- Developed Estate Services Manual with detailed maintenance schedules, task sheets, inventories, troubleshooting guides, safety and emergency procedures, human resources processes, etc.
- Greet guests and administer to their needs to ensure a pleasant stay and uphold security and protocol standards
- Plan, execute and oversee special events for up to 200 guests, many of whom are VIPs
- Conduct formal and informal food and beverage service, provide table service/settings, hire chefs, bartenders, wait staff, entertainers, florists, security, valet, etc.
- Schedule and oversee contractors and vendors for interior and exterior design, renovations and maintenance
- Maintain smart home and state-of-the-art AV, IT and lighting systems and devices including those manufactured by Apple, Kaleidescape, Lutron, Samsung, Savant and Sonos
- Oversee care and maintenance of pools, tennis court, lily pond, fountains, and statuary collection
- Manage luxury vehicle fleet, including Rolls Royce, Ferrari, Range Rover and Mercedes
- Coordinate sporting and extracurricular activities for principal's sons
- Manage inventory and off-site storage of wine cellar, art collection, antiques and rugs
- Supervise household supply inventories and monitors budget expenditures
- Handle household errands and personal shopping for household inventory and special requests
- Conduct designer wardrobe management and seasonal rotation
- Train and oversee care of four large and small breed family dogs

DATE - DATE

Estate Manager - Confidential Businessman - Los Angeles, CA

Managed 14,000 sf primary residence in Holmby Hills

- Duties listed...

Reason for leaving:

DATE - DATE

Estate Manager - Malibu, CA

Served as the live-in assistant to the principal and the family.

- Duties listed...

Additional Responsibilities:

- Additional duties....

Reason for Leaving:

Education and Professional Associations

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