Robert Smith

Estate Manager II

CONTACT DETAILS

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PERSONAL STATEMENT

Over 20 years of hands on experience in Estate management and private service. Created household manuals with photographic details of the house/estate explaining how to do everything relating to the daily routines for successfully running an estate. Liaise with White House Staff and Secret Service.

WORK EXPERIENCE

Estate Manager II

ABC Corporation - 2006 – 2007

Responsibilities:

- Responsible for scheduling and coordinating staff of 15 people on weekly basis.
- Hired and supervised staff and vendors.
- Developed organizational systems.
- Maintained calendar and scheduled appointments throughout the year.
- Supervised kitchen and gym renovation project with the budget of - Scheduled vendors, contractors, deliveries and Internet purchases.
- Identified ongoing maintenance and repair needs, as well as emergency repair issues.
- Kept the property and all items on the property in the best aesthetic and working condition at all times.

Estate Manager

Delta Corporation - 2009 – 2013

Responsibilities:

- Flawlessly provided comprehensive administrative support to the Russell Betker estate, managing all financial aspects of the estate, coordinating .
- All aspects of multi- million dollar private estate, including but not limited to; Coordinating Charity functions.
- Vendor, construction, travel and employee Supervisor.
- Established work responsibilities, answered initial questions, and supervised Grounds Maintenance Manager Scheduled various contractors (plumber, .
- Gayle Hayes P.O.
- Managed childrens affairs and all aspects of the estate of a prominent Bel Air physician, including Supervise gardener and pool man Manage .
- high level of personal service with families and/or individuals proper social etiquette and cultural knowledge acute business skills in area or .

Education

MA in Clinical Psychology - (Antioch University - Los Angeles, CA)

SKILLS

Management Experience, Management .

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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