



# BESPOKE BUREAU

LONDON



BUTLER/ESTATE MANAGER

Integrity and high standards underpin extensive experience in successfully managing prestigious estates worldwide. Acknowledged by employers for dedication and diligence, excels in managing multiple properties and in leading projects to within deadlines and budgets with emphasis on cost containment. Strong business acumen combines with outstanding interpersonal skills, resulting in a highly dynamic and personable self-starter, expert in delivering optimal results.

## ~ Key Strengths ~

- Hands-on Management of Multiple Properties & Projects
- Coordination and Management of Restoration Projects
- Hiring & Overseeing Contractors, Technicians & Suppliers
- Staff Recruitment, Training, and Management
- Budget Management and Cost Containment
- Operational Manuals and Progress Reports
- Detailed Inventories – Implementation and Management



## BESPOKE BUREAU LONDON

### RELEVANT PROFESSIONAL EXPERIENCE

**11/2011-PRESENT**

**MULTIPLE PROPERTY MANAGER**

- Appointed to manage six properties in Europe.
- Managed household budgets and accounts. Established inventories and operational manuals. Hire, train and supervise household staff.
- Overseeing several renovation projects.
- Personally transport items of value on behalf of client.

**HOUSE MANAGER**

██████████ LONDON

09/2010 – 11/2011

- Appointed to manage a private residence on one of London's most prestigious squares.
- Managed household budgets and accounts. Established inventories and operational manuals. Hired and supervised household staff. Organised catering services and additional banquet staff for large-scale events.
- Organised several projects at the property.

**Estate Manager / Personal Assistant**

██████████, SOUTH AFRICA

01/2008 – 07/2010

- Appointed to manage three properties. Coordinated, led and oversaw all phases of major refurbishments of two properties to include sourcing, hiring and overseeing interior designers and contractors.
- Managed household budgets and accounts. Established inventories and operational manuals. Hired and supervised household staff. Organised catering services and additional banquet staff for large-scale events.
- Organised travel itineraries, managed social diary and coordinated reservations and business appointments. Scheduled maintenance and valeting of prestige car collection.



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**Estate Manager (Short-term Contract)**

██████████, CAP FERRAT

**07/2007 – 12/2007**

- Acting in a consulting role, coordinated, led and oversaw all phases of major property renovation projects throughout several properties. Sourced, interviewed and hired household staff.
- Implemented detailed inventories of household contents and organised shipping, insurance policies and ongoing storage of fine art and furnishings purchased at Christie's.

**Estate Manager**

██████████, RUSSIA

**04/2006 – 05/2007**

- Appointed to manage daily operations of principal 18,000m<sup>2</sup> residence and to oversee a team of 44 staff with focus on staff training and implementation of service standards to requisite high levels.
- Prioritised well-being and comfort levels of Principal and family while in residence. Assumed additional responsibility for overseeing several other residences in Russia.
- Planned, led and oversaw all phases of extensive construction and interior design projects and provided detailed progress reports. Facilitated sourcing of international architects and interior designers through extensive network of contacts.

**Project Manager Restoration (Short-term Contract)**

██████████, IRELAND

**02/2005 – 11/2005**

- Hired to coordinate, lead and oversee all phases of major restoration project of a Grade II listed Georgian country house working to tight deadlines and within pre-designated budget.
- Working long hours seven days per week, brought project to successful completion within budget and ahead of schedule.

**House Manager / Personal Assistant**

██████████, SOUTH AFRICA

**09/2004 – 02/2005**

- Coordinated and managed all phases of major refurbishment project of contemporary residence following extensive damage by fire. Organised restoration of modern art and classic car collection.



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- Streamlined professional move to new home. Hired and managed six staff. Implemented detailed inventories and catalogued contents of extensive wardrobe. Coordinated business and social diary.

**Private Personal Assistant / Social Secretary**

████████████████████, UK

11/1997 – 09/2001

- Managed all aspects of private residence in Dublin. Provided assistance during all phases of project managing the refurbishment of a country estate.
- Arranged travel on private aircraft and yacht and accompanied Principal as Social Secretary in order to facilitate planning and coordination of social events. Acquired network of valuable contacts worldwide.

**FURTHER PROFESSIONAL EXPERIENCE**

██, LONDON, UK

05/2003 – 02/2004

Syndication Executive

- Sourced and syndicated photographs of celebrities and high-profile individuals to the domestic and international newspaper and magazine market. Liaised with PR firms, music producers and fashion houses.
- Worked simultaneously with the ██████████ fashion house and capitalised on frequent opportunities to place products with actors and musicians in the public eye.

██, IRELAND

11/2001 – 05/2003

Sales / Office Manager

- Administered business matters for three publications and managed day to day operations and the office.

References on request from:

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