



BESPOKE BUREAU
LONDON



Profile:

██████████ is one of our most experienced British Head housekeepers and Housekeeper trainers. She is a delightful woman with a wonderful air of calm and control. She has worked for extremely high profiled clients including the ██████████. She is currently living in Paris, following the end of her last position, but she is ready to interview and start immediately. ██████████ is an extremely hard worker and is used to working 10 hours plus each day. A wonderful, experienced candidate to consider to work for you or to teach you

March 2011 –December 2012

Head Housekeeper Paris

Responsibilities:

Supervise the training and work of all staff to make sure that they perform to a high standard. Ensure that the family areas of the residence are clean and ready for occupation at all times. Make inventories and then keep them up to date. Maintain appropriate stocks of household cleaning materials. Devise and maintain daily, weekly, and monthly schedules for all routine household tasks. Look after petty cash and accounts

March 2010 – October 2010

Household Manager Qatar

Responsibilities: Manage the housekeeping staff for inside and outside of the villa, ensuring the internal and external cleanliness and hygiene at all times making sure that the villa is always presented to the same high standards as a five star hotel plus. Coordinate with the maintenance team about jobs needing to be done and to give instruction for inside and outside. Maintain a regular inventory of all the villas items and make new ones



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when necessary. Supervise incoming staff at functions. Ordering of flowers, Responsible for purchasing all items for the villa. In charge of petty cash and accounts.

Unfortunately the location and role were changed after I had been in the position for a few months. The new duties were not what I had been contracted to do. It was decided that they required a couple to work for them instead and this was the reason for my resignation.

November 2009 - December 2009:

Lady's Maid PA

Interim role - To look after [REDACTED] on her Yearly visit

Responsible for ensuring [REDACTED] comfort, perform all lady's maid duties, act as her PA when necessary, go shopping, prepare and serve canapés and drinks for [REDACTED] and her guests before functions/theatre and liaise with security.

February 2000 - August 2009:

Executive House Manager/Butler and Lady's Maid

The house consisted of six storeys with eight en-suite bedrooms, two studies, four living rooms, two main dining rooms, wine cellar two bedroom mews house swimming pool, gym and commercial kitchen. The house was run to the standards as a five star hotel with keen attention to detail. Responsibilities were for the security of the premises, maintenance of the indoor and outdoor gardens cleaning of swimming pool, cleaning of the Christofle silverware and Lalique crystal, to look after and decant all fine wines which included all top Bordeaux's including Chateau Lafite and Chateau Petrus. Taking care of all house guests and organizing dinner parties, cocktails parties and barbecue's Care of the wardrobes, all packing and un-packing of suitcases, alterations, repairs, dry-cleaning, steaming, ironing, cleaning and polishing shoes. Organizing the tee off schedule and caddies at Wentworth , cleaning of the golf clubs and golf attire . Responsible for the household and petty cash accounts for the house. Organizing the contractors for the maintenance of all the house inside and outside.

April 1995 - 1999 :

House Manager/Lady's Maid for the [REDACTED]

Mainly involved with [REDACTED]

[REDACTED]. Also in charge of the well being of the Directors [REDACTED] and their families whilst staying in the house on their visits to London as this was the company's corporate house and used instead of a hotel Duties were the complete running and maintenance of the house, household accounts, stocking the wine cellar, flower arranging, preparation of dinner parties, cocktail parties and other [REDACTED] functions. Additionally there were also frequent travel arrangements and external reservations for dinners and entertainments whilst acting as ladies maid to the [REDACTED].

October 1994 - 1995 :

Personal Assistant and Lady's Maid [REDACTED].



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Taking care of all wardrobes (Pink & Blue). Personally in charge of the cleaning of the [REDACTED] private suite and her personal needs such as running a bath, getting her groomed and dressed. She was high maintenance and precise with her grooming and dressing especially during her many photo shoots and media broadcasting from all over the world. All alterations, repairs, dry-cleaning, steaming, ironing, cleaning of her wardrobe was my responsibility. In addition to the above I was also involved in cooking on the Chef's days off and helping in organizing large dinner parties that she was fond of hosting.

May 1994 - 1995 :

Executive Housekeeper, Lady's Maid and Cook

For their [REDACTED]. Responsibilities were purchasing of all household groceries, making the selection of fine wines, preparing and organizing dinner parties for [REDACTED]. Care of [REDACTED] private suite and wardrobe and her personal needs such as running a bath, getting her groomed and dressed. Packing and un-packing of suitcases for [REDACTED] frequent travel arrangements.

March 1992 - 1994 :

Executive Head Chef at the [REDACTED]

Duties involved budgeting, stock control and creating special dietary menus. Also responsible for staff and personals in the department.

April 1990 - 1992 :

Catering Manageress

[REDACTED]
This site has a capacity 4 000 to 5 000 people. Responsible for hiring, training all staff, staff budgets, cellar maintenance and projection forecasting. Auditing and balancing the cash flow on a daily basis. Was also responsible for creating all the menus for the Bar and Restaurant.

During the winter months [REDACTED] closed and on my own initiatives I opened a Complex on the site for local functions which was and still is great success.

At the age of 10 years old, my parents bought a Boutique Hotel consisting of 35 rooms in which I was heavily involved in the running of for 20 years.

When my parents retired, they sold the hotel and I opened my own restaurant which had a seating capacity of 60 I was the chef for the restaurant and also did all my accounting

Fine Wines

Horse riding, swimming and DIY.

Languages:

English – mother tongue

French