

Responsibilities for Las Vegas

1. Hired requisite staff as needed directly and approved via managers of properties - housekeepers, laundresses, chauffeurs, chefs/cooks, nannies, maintenance/grounds keepers, and yacht and jet crew upon occasion. Also hired managers of properties as needed.
2. Oversaw management of staff duties, hours, and schedules for work via managers of properties and directly assisted as needed, oversaw manager of properties for serving principals while in residence and taking care of properties when not in residence. Created budgets with financial officers and operational managers for operations and capital improvements. Created and maintained manuals, and taught and worked with managers and staff to create and maintain manuals. Inspected service and monitored service in all main areas via managers of properties and directly on quarterly basis or as needed.
3. Oversaw hiring and engagement of vendors via managers of properties and directly assisted as needed - included those for new purchases, repair, remodeling, and service contracts for areas that included 1) care of interior of homes - appliances, floors, windows, ceilings, walls, interior design, drapes, carpets, furniture and furniture cleaning and re-upholstery, portrait cleaning, interior painting, plumbing, security fire alarm, media/theater, cable/ satellite, hvac, water softener treatment, pest control and room remodeling; for 2) care of exterior- included landscaping and irrigation, lawn care, tree cutting, exterior gates and walls, roof repair, gutter replacement, chimney maintenance and repair; for remodeling or new construction of rooms, wine cellars, garages, small art gallery, drive and walk ways; 3) care for vehicles- included maintenance and repair of automotive vehicles for principal and staff; disposition of and acquisition of.
4. Assisted principals personally upon request with personal errands for food and personal item shopping, dry cleaning, delivery and mailing of items, driving to and from business and medical appointments, travel arrangements, and business correspondence, dining.