

# Aldo M. Arcerito

Cell: [REDACTED]

**Experienced Estate Manager & Caretaker with expertise in grounds-keeping, employee supervision, plumbing, painting & general home improvement with over 12 years experience in supervising the overall maintenance of private estates**

## SUMMARY OF QUALIFICATIONS

- 12+ years of successful experience in grounds-keeping and estate management
- Very handy in all home improvement areas including gardening, plumbing, painting and general carpentry
- Organized, clean and very knowledgeable with the overall interior and exterior maintenance of properties
- Detail oriented and a quick learner with strong problem solving and decision making skills
- Self-motivated, dedicated and loyal with excellent interpersonal and communication skills
- Utilize excellent business judgement and time management skills to achieve immediate and long-term goals
- Able to embrace change readily and capable of adopting a number of roles simultaneously with boundless energy
- Fluent in Spanish and English
- Proficient with Outlook; Photoshop; MS Office Suite: Word, PowerPoint, Excel and the internet

## EXPERIENCE

### PROPERTY INSPECTOR

2013 - 2014

Trust Field Services

Miami, FL

- Field operations management and quality control to inspect properties and determine areas that require improvement
- Work independently to inspect properties taking photographs and making reports for each client
- Review photographs and create reports to ensure quality and requirements to meet clients' standards
- Review previous days' field work and ensure quality control and make sure guidelines are being followed
- Use skills such as carpentry, plumbing, electrical and general safety guidelines to determine types of improvement for each property
- Conduct and assist with field operation audits to ensure work is performed in adherence to clients' standards
- Take part in regular meetings for operations management and quality control and discuss areas that require improvement in order to send out quality control reports to subcontractors

### ESTATE MANAGER/CARETAKER

2009 - 2013

Private Estate

Greenwich, CT

- Manage and supervise the overall maintenance of a private estate
- Employee supervision and making sure all tasks are completed effectively and in a timely manner
- Vendor liaison, order entries and organizing bills for bookkeeping and accounting
- Communicate effectively with owners and attending to their everyday needs
- Construction supervision and post-construction care
- General maintenance of garden, landscaping and pool
- Personal shopping, special errands and assisting family however needed
- On call 24/7 and providing flexibility to attend to emergencies and solve time-sensitive problems effectively

### GROUNDS-KEEPING/CARETAKER

2003 - 2009

Multi-family property

New Rochelle, NY

- Responsible for the overall maintenance of a multi-family property
- Attend to families' needs and complete all handyman tasks on a timely fashion
- Maintain garden and backyard
- Extensive knowledge of gentle care of antiques, artwork, silver - all metals, and precious possessions
- Good knowledge of housekeeping and post construction care
- Treatment of floors, specialty wood and all finishes

## EDUCATION

### Certificate in Strategic Management

Dutchess Community College

May 2003

Poughkeepsie, NY

### Obtained GED equivalent

Dutchess Community College

May 2002

Poughkeepsie, NY

References available upon request

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