

Aldo M. Arcerito

Experienced House Manager & Caretaker with expertise in family assistance, grounds-keeping, employee supervision & hands-on home improvement with over 12 years experience in supervising the overall maintenance of private estates

SUMMARY OF QUALIFICATIONS

- 12+ yrs of successful experience in grounds-keeping, house management and assisting prominent families however needed
- Very handy in all home improvement areas including gardening, plumbing, painting, pool maintenance and general carpentry
- Able to complete as much hands-on work as possible to reduce maintenance and vendor expenses
- Organized, detail oriented and a quick learner with strong problem solving and decision making skills
- Utilize excellent business judgment 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
- Coach and train kids entry-level soccer, volleyball, tennis, swimming and cross country/running
- Fluent in English and Spanish with excellent interpersonal and communication skills
- Proficient with Outlook; Photoshop; MS Office Suite: Word, PowerPoint, Excel and the Internet

EXPERIENCE

MAINTENANCE & HOUSEKEEPING SUPERVISOR

October 2015 - Present

Ocean III Luxury Condominium

- Recently hired on a temporary assignment to resolve and re-structure daily functions within maintenance and housekeeping of this luxury condo building
- Resolve and improve communication between the buildings general manager and CPM Services who oversee the maintenance aspect of the building
- Re-organize task schedules and create daily schedule logs for each employee
- Oversee daily task assignments and make sure everything is completed well and on a timely fashion
- Hire and train new maintenance employees. Train them and make sure they work well within the new work structure

HOUSE MANAGER/CARETAKER

2009 - 2013

Private Estate

Greenwich, CT

- Manage and supervise the overall maintenance of a private estate
- Supervise employees and oversee all functions of the house, making sure all tasks are completed in a timely manner
- Vendor liaison, order entries and organize bills for bookkeeping and accounting
- Communicate effectively with the main principals and attend to their everyday needs
- Construction supervision and post-construction care
- Hands-on general maintenance of garden, landscaping and pool
- On call 24/7 and provide flexibility to attend to emergencies and solve time-sensitive problems effectively

HOUSE MANAGER/FAMILY ASSISTANT

2003 - 2015

Multi-family property & Private Estate

New Rochelle, NY

- Responsible for the overall maintenance of a multi-family property and the principals private estate
- Manage all operations of the residence as well as monitor and keep record of all house expenses
- Keep inventory of all house goods and make purchases as needed
- Hire and train domestic staff. Create daily task schedules for the maintenance crew
- Manage all house staff and provide hands-on assistance however needed
- Serve as a liaison for the main principals and all house staff, vendors and contractors
- Mediate staff's personal needs or concerns relating to their job
- Assist family with any personal needs, errands or events
- Provide help and training for the family's children in areas such as Spanish tutoring and sports such as soccer, tennis, and swimming among others

EDUCATION

Post-Graduate Certificate in Strategic Management

Universidad de Belgrano

May 2015

Buenos Aires, Argentina

Obtained GED equivalent

Dutchess Community College

May 2002

Poughkeepsie, NY

References available upon request