



**Pavillion Agency, Inc.**  
Since 1962

The Leader In The Field Of Personal Service™

Presented by Keith Greenhouse

**Knowledge and Skill Areas Include:**

**KATY R. HINE**

**MULTI-PROPERTY ESTATE MANAGER +**

Detail Orientation | Project Management | Vendor Relationships | Financial Oversight

Project & Property Management

Service-oriented, estate manager with an energetic personality, and a record of achievement working for high-profile individuals and families. Maintain grace under pressure, organize, manage and maintain multiple properties in various locations. Manage all vendor interactions, handle dynamic social calendars, and liaise with business staff, domestic staff, and property managers. Flexible to accommodate employers' needs regarding scheduling to ensure that all properties and special events run smoothly.

**ACHIEVEMENTS**

*History of providing quality service and project / property management to run multiple residences and vacation properties. Assume a leadership role in managing staff and servicing multiple homes. **Key accomplishments include the following:***

- Ran multiple homes simultaneously and handled tenant issues. Served as landlord for rented properties.
- Maintained Savant and Crestron building maintenance systems (BMS).
- Hired and oversaw the work of contractors, repairmen, and maintenance personnel in connection with construction, renovations, seasonal maintenance, grounds care, and overall estate management. Winterized homes, and opened homes for the summer and spring seasons
- Managed multiple properties and transitioned staff, homeowners, and personal effects in and out of vacation homes.
- Identified, hired, trained, scheduled, and paid household staff members.
- Managed extensive art collections and dealt with their protection, repairs, and transitions from the home to storage areas.

**PROFESSIONAL EXPERIENCE**

TISHMAN SPEYER, New York, NY 2013  
**Estate Manager - Multiple Properties**

Oversaw efforts in connection with care and management of high end custom homes for the extended Speyer family. Scheduled and directed all vendors and specialists, interacted with engineering, BMS technicians, HVAC consultants, and sound proofing professionals. Traveled throughout the New York metropolitan area to analyze situations and select appropriate resources to remediate issues in 4 high-end custom homes. Scheduled appointments; reviewed estimates; and coordinated, managed, and oversaw high end tradesmen and contractors installing and modifying custom cabinetry, kitchens, stone work, art protection and repairs, acoustical issues, painting projects, plumbing repairs and installations, and grounds keeping .

- Assumed control of a 150-item punch list for a \$20M renovation; reduced list to just 20 items.

KEN AND CRYSTL MESZKAT, Southampton, NY (part time consulting) 2010-2012  
**Estate Manager**

Managed estate, including all external and internal property needs, maintenance, and repairs. Liaised with vendors. Leveraged flexibility, organization, and a critical professional presence to handle multiple projects / tasks simultaneously. Interfaced / supervised housekeepers, gardeners, and other staff. Demonstrated knowledge regarding care of fine furnishings, personal possessions, and equipment. Maintained an extensive wine collection and previously modified a wine cellar.

15 East 40th Street, Suite 400, New York, NY 10016  
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DCA # 0624499 KATY R. HINE

Budget & Fiscal Oversight

Multiple Residence Oversight

Personal & Business Correspondence

Vendor Contracts

KATE & ANDY SPADE, Southampton, NY + Sagaponack, NY 2004-2012

***Estate Manager - Multiple Properties***

Ran multiple properties simultaneously, including orchestrating home sales, and transfer of art and personal items. Handled operation, move, and management of new and existing homes. Oversaw grounds and scheduling of vendors. Corresponded with high profile personal and business contacts, and addressed all personal needs. Managed formal gatherings and beach parties with 250+ guests. Worked with caterers and vendors; managed wine lists and cuisine.

MICHEL LANGLAIS, Southampton, NY + Watermill, NY (part time consulting) 2004-2012

***Estate Manager - Multiple Properties***

Directed efforts of 2 homes for this accomplished artist and sculptor, philanthropist and entrepreneur, and served as landlord for tenants. Addressed all property management issues, and interviewed, hired, and supervised sub contractors. Attended to proper care of automobiles and other household items. Previously ran 4 homes and oversaw efforts in connection with fine art.

RONALD GRIMALDI, Southampton, NY 2000-2004

***Estate Manager - Multiple Properties***

Directed management of 2 homes simultaneously, including vendor oversight for the former president of Rose Cumming Inc. / Dessin Fournir, a high-end design firm with offices throughout the United States. Oversaw management of external (masonry, landscaping, pools) and internal (home furnishings, floors, HVAC) needs. Expertly handled foreign and domestic transportation, including land and air transport, vacation and business planning, event planning, personal correspondence, personal shopping, and social calendar.

ROBERT F.X. SILLERMAN & LAURA BAUDO SILLERMAN, Southampton, NY 1994-2000

***Estate Manager***

Led management of 2 homes simultaneously. Oversaw management of masonry, landscaping, and pools, as well as, food pantries, wine cellars, home furnishings, floors, and HVAC needs. Maintained 9.5 acres and 45,000 sq. ft. of beachfront property. Managed 6 luxury automobiles. Addressed foreign and domestic transportation needs, vacation and business planning, event planning, personal correspondence, personal shopping, and social calendar. Coordinated monthly budget with sole responsibility for house accounts, including credit cards, bill payment, and \$30K in monthly expenses.

Expertly ran parties, including collaborating with caterers and managing wine cellars. Leveraged knowledge of fine dining and associated etiquette. Interacted with high-end service vendors, handled custom home renovations, and managed confidential business affairs.

**ADDITIONAL EXPERIENCE:**

EXCLUSIVE YACHT & PROPERTY, Southampton, NY 1999-2012

***Owner***

Provided luxury services for high-end yacht clientele, offering services to care for watercraft and properties. Mobile detailing unit provided regular boat maintenance services such as exterior washing, waxing, and polishing; and interior cabin cleaning, carpet steaming, and organization. Handled property management services for estates and homes. Ran all business elements and staff of 4.

**EDUCATION & CERTIFICATION**

LONG ISLAND UNIVERSITY, SOUTHAMPTON, NY

**Bachelor of Science in Psychology / Biology, Dean's List (1994)**

CERTIFICATION: **Coast Guard Boating Skills and Seamanship**

**PROFESSIONAL DEVELOPMENT**

FRED PRYOR SEMINARS: How to Supervise People

KEVIN ZRALY: Windows on the World Complete Wine Course

NATIONAL SEMINARS GROUP: How to Organize and Manage Priorities

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NATIONAL SEMINARS GROUP: Leadership and Management Skills for Women  
NATIONAL SEMINARS GROUP: Conflict Management and Confrontational Skills

### **EXTERNAL INTERESTS**

Fine-wine enthusiast; at-home gourmet chef; certified deep-sea and cavern diver; avid downhill skier, boater and fisherman

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