



DANA KENNETH MAHONEY

OBJECTIVE:

To obtain an Estate Manager position where I can utilize my vast experience and advanced educational training, take initiative, remain one step ahead of the principal and lead others by example while working hands-on. I take on new challenges with high energy, professionalism and a knowledge that nothing is too great or too small to accomplish. I have previous experiences with both construction and landscaping. My ability to work with professionals at all levels and to oversee projects will be imperative to provide the principal with a feeling that their household/office is in competent hands.

PRIVATE SERVICE EXPERIENCE

ESTATE MANAGER (MILSTEIN/FLANZER FAMILY, NY)

JUNE 2012 - PRESENT

- Oversee two houses in Westchester County, three Manhattan apartments and property
- Oversee all vendors and renovation/construction projects
- Oversight of landscaper, pool company, exterminator and maintenance contractors
- Supervise staff
- Maintain household calendars
- Care of antiques and art
- Oversight of vehicle maintenance and renewals
- Perform shopping and personal errands
- Drive couple to all appointments

HOUSE MANAGER (KAGAN FAMILY, NYC, NY)

MARCH 2010 – JANUARY 2012

- Oversaw Townhouse on the UES of NYC (between 5th Avenue and Madison), Penthouse on Park Ave and a house in Dutchess County
- Worked with electronics company to incorporate a Smart Home System (Crestron)
- Assisted principals in event planning (including political fundraisers and charitable affairs)
- Prepared for home entertainment including planning, set-up, service and breakdown
- Ensured that all family members and guests received excellent service
- Liaised with staff, alarm company, architects, designers, art curator, caterers and contractors
- Supervised/scheduled staff including: laundress, cook, housekeeper and nanny
- Maintained schedules for all events and maintenance/repair projects
- Care of antiques and art
- Oversight of vehicle maintenance and renewals
- Oversight of construction projects (penthouse: complete renovation conversion of two penthouses to one; townhouse: kitchen remodel, HVAC replacement, updated master suite)
- Responsible for making sure that each staff member follows household inventory controls
- Drove children to/from school, play dates, appointments and family to events and airports
- Performed shopping and personal errands

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PERSONAL ASSISTANT (STEVE DEOSSIE, BOSTON, MA)

AUGUST 2008 – JANUARY 2010

- Budgets and expense spreadsheets
- Quicken/QuickBooks
- Arranged travel itineraries
- Facilitated charitable events
- Assisted in arranging speaking engagements
- Performed shopping and personal errands

PROPERTY MANAGER (TUDOR CONDOMINIUMS, BOSTON, MA)

NOVEMBER 1999 - DECEMBER 2001

- Developed detailed policies and procedures manual for all staff to follow
- Provided a safe and secure living environment, while protecting the residents' privacy and property
- Assisted residents with all aspects of their home lives to ensure that all requests were completed in a gracious and timely manner
- Responsible for overall inspection and maintenance oversight of alarm systems, elevators, fire suppression system, HVAC units, installation of electronic monitoring systems

EDUCATION

SUFFOLK UNIVERSITY LAW SCHOOL, BOSTON, MA, JD

MAY, 2002

SUFFOLK UNIVERSITY, BOSTON, MA, BS CUM LAUDE

MAY, 1996

Major: Philosophy, with a Minor in Business.

PREVIOUS EMPLOYMENT:

- *METLIFE, COMPLIANCE CONSULTANT* 2007 - 2008
- *COMMONWEALTH OF MASSACHUSETTS, COMPLIANCE OFFICER* 2006 - 2007
- *ANALYSIS GROUP, CONTRACT PARALEGAL* 2002 - 2005
- *CHAMBERS MOTORCARS, MERCEDES SALES & LEASING CONSULTANT* 2003 – 2004
- *STATE STREET CORPORATION, MUTUAL FUND ACCOUNTING/MARKETING* 1996-1998