



Michelle R. Torre

Cellular: 

Email: 

CAREER PROFILE

With a career including airline flight attendant, USCG Master Captain, and house manager/property caretaker, I am a consummate professional in both my personal life and job service. I am dedicated to the care of the owners' property and family however and wherever that service may take me. My employment experience has always been with high profile high net worth individuals and companies; consequently I have accomplished a skilled degree of domestic estate and yacht caretaking, management and communication skills. My desire to please, combined with my passion for excellence and pride, makes me an ideal candidate for a position within your estate, multiple residences, corporate retreat or yacht, both here and abroad. I wish to continue working as part of a dynamic and upbeat, highly trained, trustworthy and security conscious team with my best working partner, my husband Tony.

PROFESSIONAL STRENGTHS

- Excellence in employer/client relations, organizational and time management skills as demonstrated in daily operations of household care, scheduling and coordination of vendors and contractors and functioning as a personal assistant for my employers personal schedules. Experienced in areas of charity fund raisers, cocktail and dinner parties, menu planning, floral arranging, invitations and travel arrangements; and keeping a home or yacht in a guest ready condition with cleanliness, provisions, and always with a cheerful attitude.
- Skilled and hands-on in every aspect of household care, including: fine linens and clothing, furniture, antiques and artwork, china and silver care, driving and maintenance of luxury automobiles, down to the daily cleaning and laundry, window washing, gardening, and general maintenance and over all attention to detail. If it needs attention, I give it.

- Possess superior verbal and written communication skills which includes the utmost attention to the directions of my employer; making sure there is open dialog and kind understanding with other employees; careful analysis of inventory, invoices and contracts; as well as adept in document review, employee handbooks, bookkeeping and proficient computer skills.
- Self-starter, intuitive and insightful in the daily operations of a household, project or task in conjunction with the immediate needs of one's employer and flexible to schedule changes. I work well independently, yet I take orders well.
- In depth knowledge of buildings, grounds, security systems and SmartHome/Litetouch systems. Including working with architects, interior designers, builders, and landscapers. Talented in the ability to execute and orchestrate a project with minimal impact on the home environment.
- Discreet, respectful and loyal toward my employers, their family, guests as well as with my co-workers and employees. Confidentiality is held in the highest esteem.
- Most important, I possess a deep passion and love for people-- both young and old-- and have always been known as an extremely trustworthy and compassionate caretaker of them, their children, pets and property.

EMPLOYMENT HISTORY

- Estate Caretaker and Personal Assistant November 2012-current

Full charge household manager/ hands-on caretaker of 5 newly constructed oceanfront homes; project and entertainment coordinator; assistant/concierge to the owners when in residence; owners representative on Bermudian business matters and bookkeeper/cost-tracking.

- House Manager and Estate Caretaker June 2010- January 2012

In this position I managed and was hands-on responsible for the interiors of the 9000 sq/ft of living space, 5 out buildings, and caretaker's cottage, which includes systems management, laundry and housekeeping, interior cleaning and daily care, organizing, inventory, provisions, employee and vendor management and running errands. Specialty care for marble, granite, exotic woodwork, statues, murals, paintings, and fountains. On the grounds I was responsible for the design and care of the formal rose gardens and herb beds.

- Stewardess and 1st Mate for a Private Yacht

2004-2010

Over the 6 year period we delivered the vessel from Palm Beach to Hawaii, then to California and Mexico. During that period I was responsible as a relief captain and stewardess. Maintaining and entertaining aboard a private yacht was all inclusive beyond the technical responsibilities which included: vessel care inside and out; readiness of safety and first aid equipment; provisioning, menu and food prep and service; owner, family and guest personal assistance; as well as entertaining, party and fund-raising planning and event execution. During my last 2 years in this position, the yacht was moored at their estates backyard where I was an extended part of the household staff and child care and mentoring was regular responsibility. This position demanded a high degree of multi-tasking.

- Charter Yacht Operator

2001-2004

My husband and I started a yacht charter business of which my responsibilities were the same as noted above. My additional responsibility was marketing and bookkeeping, client trip planning, travel arrangements and offering concierge service to our domestic and international guests upon arrival. On board my responsibilities were as mate and stewardess to the serving of simple fare to gourmet meals, also, assisting with navigation, tender operation and sight-seeing, fishing, diving and snorkeling trips.

- Office Manager and Project Coordinator

1990-2001

I worked alongside my husband in our construction business in upstate New York. We started out small with only a handful of employees and the business grew to doing \$3-5M annually. My responsibilities were as office manager, bid, project and marketing coordinator, quality control of projects and designer for our own design/build projects. This position carries on through today as I continue to use this expertise as a property and rental manager of our two golf course investment homes on Hilton Head Island, South Carolina.

PROFESSIONAL LICENSES

- USCG 100-Ton Master Captain
- USCG Medical Person in Charge including First Responder, CPR and AED
- TWIC Homeland Security Clearance
- Concealed Weapons Permit/FBI Verified
- STCW, including Firefighting
- PADI Open Water Diver
- South Carolina Real Estate Broker's License
- Valid and clean driver's License

PERSONAL

- Excellent Health, Physically Fit and capable of heavy lifting
- Married to husband Anthony
- Graduated Auburn College AA Degree and attended 1 year at Syracuse University
- Christian Morals and Ethics
- US Citizen with valid Passport
- Drug-Free and Member of USCG Mandatory Drug Testing program
- Hobbies include: Boating, Fishing, Golf. Dogs, and Gardening