

MICHAEL AND KIMBERLY ROSS

DOMESTIC ESTATE MANAGERS

PRIVATE CHEF – PERSONAL ASSISTANT – EXECUTIVE HOUSEKEEPER

Professional Profile:

As a happy and well-balanced couple, we have been working in tandem for numerous years, both as entrepreneurs / restaurateurs and as the proud parents to our children, who are now grown and have children of their own. In all that we have done, we provide balanced management to our tasks: with our restaurants, Michael provided the inspirational, award-winning food, and Kim handled the books, operations, cleanliness, and front-of-house staff. Once we discovered the private service industry's need for domestic estate manager couples, we knew we found our next great adventure together, helping others feel comfortable in their own home and confident that every detail has been consciously managed.

Combined, we are outgoing, creative, career-minded, family-oriented, and dedicated to living a healthy lifestyle. We strive to always make a positive first impression, especially with our employers' guests. Knowing that there is always room for improvement, Michael has dedicated himself to ongoing professional development, learning more about the latest culinary and nutritional trends available today. Kim's knack for housekeeping, organization and project management make her a valuable addition to the team, in addition to her considerable technical skills. Overall, we believe in doing what's right, being honest and truthful in all of our affairs, and acting with complete professionalism and discretion that this industry demands.

Combined Skill Synopsis:

- Management of properties over 20 acres
- Development of household manuals
- Records retention and home organization
- Liaison with family office / business office
- Coordination of travel plans
- Skilled in diverse servicing styles
- Event planning and coordination for 200+
- Entertaining from casual to formal, small to fundraisers
- Management of \$MM construction projects
- Simple handyman repairs and maintenance
- Management of maintenance vendors
- Creation of scheduled seasonal maintenance
- Savant and Lutron Smart Home technology
- High grade IT infrastructures and needs
- Security systems and personnel oversight
- Orchard, garden, and landscaping management

Kim's Technical Abilities:

- Daily housekeeping and seasonal deep cleaning
- Staff HR management, recruitment, and training
- Estate budgets, bill payment, and financial oversight
- Wardrobe organization and laundry care
- Personal shopping and household provisioning
- Child, elder, and pet care

Michael's Culinary Expertise:

- Menu planning and shopping
- Budget management
- Development of flavor profiles
- Family-style meals
- Home-style cooking
- French and Italian
- American Regional favorites
- Mexican, Tex-Mex and Southwest
- Russian and Indian
- Chinese, Japanese, and Thai
- Californian Spa and Paleo diet
- Kosher and Mediterranean
- Vegetarian, vegan, and raw foods
- Low fat, low calorie, gluten-free
- Specialty desserts and baking

Education and Certification:

Hotel Motel Restaurant Management & Culinary Arts Associates Degree, 1984 – 1986

Georgetown Community College - Myrtle Beach, SC
 Internship - The Dunes Golf and Beach Club 1985; Full Time Sous Chef Position 1986 – 1990
 Certified Executive Chef - American Culinary Federation
 ServSafe Food Protection Manager Certification Program Expires: 3/9/2012
 Boating Safety Certificate Marina services Bureau – New Jersey Certificate # 332967

Professional Development:

David Wolfe Workshop – Baltimore City, MDClean Foods Seminar 2015
 Natural Gourmet Institute – New York, NYSports Nutrition Food Preparation 2015
 Chef Jennifer – Baltimore, MDSprouting Living Foods 2015
 Raw Chef Dan of Quintessence Restaurant, NYCCertified in Raw Food Preparation 2014
 Domestic Estate Managers Association – Orlando, FLWine Cellar Storage, Food & Wine Paring 2014
 Johnson & Whales - Providence RIVarious Courses 1997
 Culinary Institute of America - Grey Stone Napa, CABaking 1995
 Culinary Institute of America - Grey Stone Napa, CANorthern Italy 1994
 Culinary Institute of America - Hyde Park, NYMediterranean Cuisine 1993

Culinary Awards and Achievements:

Atlantic City Seafood Challenge - Atlantic City, NJWinner 1993
 Int'l Hot Foods Challenge – CanadaWinner, 2nd Place 1992
 Cooking Olympics - Frankfurt, GermanyApprentice Member of the New York City Team 1992
 Hot Foods Competition – LocationCertified Judge 1990 - 1996
 Numerous Ice Carving Competitions – Touring the US East CoastVarious Awards 1988 - 1993
Since 1990, recipient of numerous Gold and Silver awards in food preparation competitions.

Professional Memberships:

Vice President, American Culinary Federation - Jersey Shore Chapter
 Member, Chaine Des Rotisseurs - world's oldest international gastronomic society
 Member, Domestic Estate Managers Association (DEMA) – attended national convention, 2014

Professional Experience:

Estate Managers - Personal Assistant – Private Chef – Domestic Couple June 2014 - Present
Confidential Private Employer – Maryland
Provides complete, balanced management to the 15,000 sf home on 25 acres for a family of 3. Property consists of a working farm plus multiple outbuildings. Provides additional security presence when principals absent in addition to living on the expansive property.

Michael's Estate Management and Chef Responsibilities:

- Preparation of all meals, including creating up to three distinct entrees to meet the family's different diet choices: emphasis on organic vegan / raw foods dishes as well as child-friendly home-style cooking
- Oversees the production of the foods grown on the estate's working farm, providing the majority of provisions for the family
- Performs vendor management for ongoing maintenance, special projects, and grounds care
- Managed the \$MM construction projects at the property, including the installation of greenhouse
- Coordinates cleaning, care, and repairs to home and outbuilding exteriors
- Develops annual budgets for the estate and for special projects, up to \$3M. Special projects include 7,000 gallon fish tank, exterior paving, new sewer lines, and new office for the Mrs.
- Transitioned the estate to Savant Smart Home system and upgraded older IT infrastructure

Kimberly's Personal Assistant and Domestic Responsibilities:

- Serves as the Personal Assistant to the Mrs. including tracking and paying estate expenses

- Provides all personal shopping for the home and supplies as well as coordinating, tracking purchases, and wrapping gifts throughout the year
- Organizes the home, rooms, closets, and office space
- Maintains wardrobes, cleans delicate, and cares for linens and other laundry
- Safely irons luxury clothing
- Performs formal dinner service at events and dinners at the home, for the family and up to 10-30 guests

Combined Responsibilities:

- Produces a variety of events, from the company's Christmas party for 50 to sporting events / receptions with Olympic athletes. Hosts formal dinners for 10+ and casual gatherings for 50.
- Recruits, manages, and trains additional temporary and permanent staff members
- Provides chauffeur services to the airport and coordinates private jet schedules with the business office
- Maintains the pool and pool area; coordinates fleet vehicle maintenance
- Cares for the family's dogs, chickens, and ducks

Michael's Restaurant Experience:

As a successful and recognized chef, owned and operated a number of notable restaurants as well as accepting assignments with reputable establishments. Provided private chef services to select clients for special events and dinners at their homes from 2004 – 2013.

Executive Chef / Manager

Feb 2014 – May 2014

Sea Witch Restaurant - Saba Island, NV. Dutch Caribbean

Accepted a 3-month seasonal contract for the 120-seat casual restaurant, offering Indian and Caribbean fare as well as American fare, and pizza. Specialized in locally-available fresh fish and catering for select events.

Executive Chef, Catering

2013 – 2014

Orange Lawn Tennis Club - South Orange, NJ

Serving 250 members, the private club maintained a heavy schedule of catered events both on and off premises, frequently hosting back-to-back lunch and dinner events for up to 300 guests.

- Generated \$1.2M in annual revenue.
- Managed 70 – 80 events annually, while overseeing a back-of-the-house staff of 6.
- Developed unique menus and held tasting events to secure new business

Executive Chef / Owner

2004 – 2013 (Sold)

All Mixed Up & Beastly Burgers - Ocean, NJ

Established and operated the successful vegetarian / Mexican fusion deli-style restaurant, All Mixed Up, featuring the fresh assembly of guests' orders before their eyes. Developed additional concept restaurant Beastly Burgers, which quickly grew to three locations.

- Co-managed all business operations with Kimberly Ross
- Successfully sold the business in 2013

Executive Chef / Partner

2010 – 2011 (Sold)

The Rail House 1449 - Rahway, NJ

Conveniently located in Rahway's Arts District, The Rail House 1449 offers a unique dining experience with exceptional cuisine and sophisticated wine. The renovated 19th Century home features 2 floors of dining that seats up to 50 people in eclectic surroundings.

- Earned 3- and 4- Star Reviews from The NY Times, Wall Street Journal and the NJ Star Ledger as well as "Top Romantic" restaurant as rated by users of OpenTable.com

Executive Chef / Owner

2004 – 2007 (Sold)

Ross's Dockside Steak & Seafood House - Sea Bright, NJ

Co-owner of a 220-seat restaurant located on the marina, specializing in steaks and seafood and featuring four separate bar areas to serve the seasonal guests. Developed popular weekend breakfast / brunch menu. Provided leadership to over 100 staff members.

Executive Chef / Partner **2002 – 2006 (Sold)**

Brennan's Of Oakhurst - Oakhurst, NJ

Established and operated a high end delicatessen at the 2-unit facility, offering sandwiches, salads, and soups as well as corporate catering. Developed menu items with a focus on healthy eating options. Managed 30 staff members.

Executive Chef **2001 – 2002**

Hollywood Golf Club - Ocean, NJ

Led the 2-unit facility serving 400 private club members for special events, holiday occasions, and daily meal service. Created special, seasonal-based menus. Supervised a team of 30 employees. Generated \$1.6M in annual food sales.

Executive Chef **1999 – 2001**

Navesink Country Club - Middletown, NJ

Directed a team of 50 staff members, running 3 facility units that prepared 3 daily meals, available to the private club's 800 members. Captured \$2.4M in annual revenue. Coordinated food production for a heavy rotation of private events, including weddings and other life celebrations.

Executive Chef **1990 – 1999**

Rumson Country Club - Rumson, NJ

Supervised the daily operation of the 4-unit facility, including coordination of simultaneous private events. Generated \$2.1M in sales from the club's 600 members. Met with key internal committees to discuss seasonal themes, service design, and menu development.

Kimberly's Additional Experience:

Owner & Operator **2013 – 2014**

Maid to be Sisters - Ocean, NJ

Established a home and office organization service, specifically addressing the unique needs of High Net Worth individuals and their businesses.

Co-Manager **2004 – 2013 (Sold)**

All Mixed Up & Beastly Burgers - Ocean, NJ

Managed front-of-the-house operations and set employee schedules. Performed bookkeeping, processed accounts payable, and purchased inventory. Organized product displays within the retail location.