

## **Hal Petri**

Highly motivated Estate Manager with experience in multiple property management. Strategic and creative thinker with effective communication and writing skills. Detail-oriented and experienced in multitask management. Proven ability to develop strong relationships quickly and promote teamwork. Solid financial accounting and budgeting skills. Key strengths and experience:

- \*Planned Development
- \*Household Budget
- \*Gourmet Chef
- \*Contract Negotiations
- \*Social Engagements
- \*Vendor Relations
- \*Travel Arrangement
- \*Construction Management

### **PROFESSIONAL EXPERIENCE:**

#### **King Events**

2002-  
Present

Event Planning Consultant

#### **Tompkins Estates**

1998-  
2002

#### **Estate Manager and Personal Assistant**

- \*Managed and oversaw the daily operations of the summer estate in Ontario, Canada as well as the city estate in Buffalo, New York and the apartment in New York City
- \* Traveled domestically and internationally to each estate prior to the family's arrival to "open" and prepare for residence
- \*Monitored and managed the household budget at each location
- \*Cooked and gardened for the properties
- \*Hired, oversaw, and managed the entire estate staff
- \*Worked with all other estate staff to coordinate and manage the estate efficiently
- \*Booked travel arrangements
- \*Maintained household security
- \*Ran errand, having the ability to multi-task

- \*Organized and ran large household events, parties, etc.
- \*Oversaw and assisted in the planning of all social engagements held on the estates
- \*Managed the household calendar
- \*Performed bookkeeping and accounting tasks
- \*Oversaw and monitored the household accounts
- \*Oversaw any and all construction, renovation and additions made to the estate
- \*Oversaw and managed all vendor relations including but not limited to: interior designers, landscapers, caterers & curators
- \*Oversaw the entire care and preservation of the fine art and antique collections at each residence
- \*Worked in the office with computer programs including Microsoft Office, Quick books, Excel, and Word

**Willis & Lowe Inc**

1996-  
1998

**President and Chief Financial Officer**

- \*Launched a successful multi-store niche retail firm.
- \*Directed all functions of the independently owned retail firm that employed 60 and produced \$5 million in sales annually.
- \*Negotiated vendor contracts and major shipping agreements.
- \*Initiated and generated contracts and interest from major players.
- \*Evaluation and marketing analysis for major capital ventures.

**Pitt Petri Inc.**

1995-  
1996

**Executive Management**

- \*Responsible for the management of Holidays, Sick Leave, the implementation and communication of pay increases and performance evaluations.
- \*Developed sales contracts form special interest players and corporations.
- \*Managed and oversaw the operations of the office building.

**Bloomingle's- Tyson's Corner, Virginia**

1994-  
1995

**Management Training Program**

**Education**

Denison University

\*Bachelor of Arts Art History 3.5-4.0

\* Bachelor of Fine Arts GPA 3.2-4.0

1990-1994