

# NICK & TINA LONGOBARDI

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## OBJECTIVE

To secure a domestic couple house manager/chef/housekeeper/handyman position where our skills, experience and education can be an advantage.

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## EXPERIENCE

**Estate Managers/Executive Chef** **6/15-present**

**Kennebunkport ME, Santa Fe NM, Atlanta GA, Naples FL**

Private Service Estate Managers traveling with family. Task include supervision and management of all properties. Preparing and serving formal meals and dinner parties. Managing and negotiating contracts with vendors for maintenance, renovations and grounds projects. Driving principals both day and night as needed. Wine inventory and cellar management. Charter and negotiate private flights. Hands on packing, clothing care, wardrobe management and housekeeping. Knowledge of home automation systems. Management of incoming and outgoing packages vehicle maintenance. Shopping for and maintaining food inventory. Coordinating and working charitable dinners.

**Domestic Couple --- Private Residences** **2002 -- 2015**

**Bonita Springs, Florida**

**Tina --- Housekeeper/Home Management**

- Tasks include maintaining the cleanliness of large homes with care of fine furnishings and surfaces. Grocery shopping, laundry and running errands as needed. Managing vendors, accounts payable and general upkeep of homes on a full spectrum when residents are away.

**Nick --- Houseman/Chef/Handyman/Driver** **2009 -- 2015**

- General maintenance and upkeep of residential properties. Tasks include housekeeping, cooking, chauffeuring, landscaping, painting, light carpentry, plumbing, electrical work and pool maintenance. Healthy meal planning, shopping and preparation for social events.

**Nick --- Owner/Chef** **2003 --2007**

**Lamore Italian Restaurant - Fort Myers, FL**

To view local news *Chef of the Day* video: YouTube, Nick Longobardi, Tortoni Dessert Awarded "Best Italian Restaurant" by the *Naples Gulfshore Life Magazine* in 2006.

**Nick --- EMT Firefighter** **1989 -2003**

**Cape Cod Ambulance - Cape Cod, MA**

**Tina --- Assistant Product Manager** **1999 --2002**

**SmartDisk Corporation - Naples, FL**

**Tina --- Job Placement Coordinator** **1992 -1997**

**Kelly Services - Naples, FL**

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## EDUCATION

**Tina --- BBA Degree, Marketing Major, University of West Georgia, Carrollton, GA**

**Nick --- Barnstable County Fire Academy • Food Sanitation Education**

House managers / butler candidates through MBF ensure that a household is operating smoothly, anticipates the needs of the principal(s), and always has their privacy and confidentiality in mind. In addition to being able to manage and train all household staff, MBF's house managers provide hands-on services themselves. Duties may include arranging external household services /vendors, managing a household budget, keeping supplies stocked, making travel arrangements and preparations, maintaining care of employer's valuables, planning and coordinating special events including knowledge of wine and spirits, running personal errands for the employer and household, receiving guests and answering phones, assisting in proper table setting (must be familiar with formal service), and light housekeeping duties. All applicants must have previous, verifiable house manager experience.

### **Estate Manager Job Description**

MBF Agency's estate managers function as the director of a large property and often multiple residences. Estate Management jobs will include supervision of all household staff, and candidates must possess expertise in a vast array of areas including human resources (hiring, training, bookkeeping and payroll of all household staff), landscaping procedures, security planning, contractor maintenance/scheduling, and planning /executing social events for the employer. Our estate managers also run a variety of personal and household errands. Estate manager job candidates must possess a business background, either through a degree, a training program, or related experience. Social etiquette is also a necessity, therefore you should have excellent interpersonal skills and understand appropriate practices. An aptitude/background in technology is also essential for an effective estate manager.