

## **GUSTAVO LAVEZZARI**

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### **CAREER PROFILE:**

Highly skilled, Estate & House Manager with over 10 years of hands on experience; managing operations, budget, property development, maintenance and staff for multiple homes both in the United States and Internationally

### **PROFESSIONAL STRENGTHS:**

- In depth knowledge of real estate management – maintenance
- Excellent Project Planning (construction, renovation & others)
- Ability to perform tasks effectively with wide range of constituencies in diverse communities
- Familiar with property management standards, principals and procedures. Contracting process as well as local, state and federal regulations
- Familiar with Smart Home Systems (Kaleidoscope, Creston, Savant System & Lutron Lighting)
- Experienced with personal and property security
- Computer Literate
- Fluent in Spanish.

### **EXPERIENCE:**

#### **Private FAMILY – Estate Manager – East/West Coast**

May 2014 – To Present

- Manage multiple (9) properties for a high net worth individual
- Full charge of bill payments and outside vendors for all the properties
- Travel throughout the country Massachusetts, New York, LA, Montana (Yellowstone Park) and Palm Beach Florida
- Manage all the staff at each location total of 26 employees between barns and houses
- Under the principal directions organize and execute large parties and events, deal with entertainment, staff & catering services
- Communicate with the accounting department in the corporate office, NY on a weekly basis
- In charge of the fleet of high end automobiles and boats (repair maintenance, insurance and registrations).
- Arrange vehicles transportation from one home to another
- Arrange boat transportation from Massachusetts to Palm Beach
- Deal with a lot of personal request as needed
- Recruit & trained all personal for each property

#### **WILKENFELD FAMILY – House Manager – NYC, NY**

Jan 2011 – To May 2014

- Manage, administrate operations and budgets of multiple properties
- Oversee the proper cross-training of employees at each property (Manhattan, The Hamptons and Miami)
- Hands on property maintenance including: planning and coordinating preventative maintenance of equipment, repairs/replacements of light bulbs, locks, loose door knobs, windows, kitchen faucets, repair damaged or loosened pictures and mirrors, adjust malfunctioning TV, surround sound and computer systems, re-arrange furniture seasonally, and various other day to day tasks to keep home in perfect working order so that outside service providers are not needed.

- Oversee construction of a barn rental property and it's remodeling and renovation. Liaison with the new tenant on family's behalf (point of contact, responsible for the delivery and storage of incoming construction materials)
- Oversee new construction of a penthouse in Manhattan, dealing with the architects, vendors, and decorators to ensure quality control and owners specifications being met
- Manage a 69' T4 Cranchi Yacht, staff and maintenance
- Interact with outside vendors – price comparison and negotiation
- Maintain and control house inventory

#### **KLUGE FAMILY - Estate Manager – (PALM BEACH, VIRGINIA, FRANCE & GERMANY)**

April 2005 – Sept. 2010

- Managed and administrated operations, budgeting of multiple properties alongside business accountant. (US and International).
- Managed inventory and ordered household supplies
- Responsible for 10 household staff and security
- Hands on Maintenance
- Oversaw the proper cross-training of employees at each estate, working closely with butlers and chefs
- Kept inventory of tools and equipment
- Served as a butler for the family and for special occasion (events)
- Routine maintenance of lawn mowers and other equipment
- Maintained all areas of the pool and spa area
- Oversaw major renovation, design and construction, family relocation process, in addition, as requested, acted as a liaison between employers and contractors.
- Disbursed payments to contractors as well as supervising the quality of their work
- Responsible for the safekeeping of the vehicles and maintenance

#### **POSNER FAMILY – Estate Manager - MIAMI, FL.**

Jan 2001 – April 2005

- Managed/oversaw all household projects
- Engaged and oversee outside contractors, service providers and suppliers
- Performed small household repairs/maintenance projects that do not require a contractor
- Oversaw construction of new property from start up to finish, including decoration, security and light systems (Sunset Island, Miami Beach, FL)
- Responsible for keeping household supplies stocked and maintained household appliances
- Developed household budgets and renovations
- Ensured grounds, garages and all work spaces are neat and clean.
- Take care of trash and recycling inside and outside household
- Move furniture, set up tables and chairs and remove and store for parties and events and Assist the housekeepers with heavy lifting.
- Responsible for automobile care, maintenance and others related.
- Running household errands and care for the household pets

#### **CITY OF NEW YORK –MAYOR OFFICE – Chauffeur/Security - New York, NY.**

Feb 1995 – Nov 2000

- **Dept. of Citywide Administrative Services: Responsible for the transportation and security of the Senior Advisors:** Chauffeur to Richard Schwartz (Senior Advisor to Mayor Rudolph Giuliani), Chauffeur to Robert M. Harding (Deputy Mayor for Economic Development and Finance), Commissioner Rosemarie C. O'Keefe. (Community Assistance Unit)

- **Responsible for the transportation of the Commissioner and other City Officials:** Chauffeur to Commissioner Schuyler Chapin (Cultural Affairs). -Chauffeur for Fran Reiter (Campaign Manager for the Mayor Rudolph Giuliani). Handled campaign work and security details.

**POLICE ACADEMY. NEW YORK, NY.**

- 1996 Dignity Protection Program and Driving Course

**MANUEL BELGRANO SCHOOL**

- 1984 High School ARGENTINA

**REFERENCE**

- Upon Request