

HOWARD JONES

(310) 463-4216 • [REDACTED]

ESTATE MANAGER • PERSONAL ASSISTANT

An accomplished Estate Manager and Personal Assistant, with nine years of experience working for HNW families in Aspen, the Hamptons, London, New York and Sydney. Confidentially, loyalty and discretion are the keys to my work and I take pride in exceptionally high standards, solving problems and excellent organizational skills. With an MBA in Finance and additional working experience in art galleries, construction industry and computing, I have the ideal skill set for managing complex and demanding households.

I am willing to relocate, including international locations and have dual citizenships in the United States and Australia and a current Right of Abode Visa for the United Kingdom.

EDUCATION

Master of Business Administration, Finance, University of Colorado

Bachelor of Science, Small Business and Entrepreneurship, University of Colorado

SUMMARY OF QUALIFICATIONS

- Liaison with Family Office/Corporate Office
- Coordinate International/Domestic Travel
- Event Planning, for up to 25
- Menu Planning
- Prepare Family Style Meals
- Household Manual Creation
- Organization and Recordkeeping
- Catalog of Household Items/Fine Furniture/Art
- Interior Design Skills
- Proper Care and Cleaning of Fine China, Silver, Glassware and Linens
- Proper Care of Fine Finishes: Stone, Wood and Fabric
- Wardrobe Organization
- Multiple Property Management
- Budget Management
- Staff Supervision
- Vendor Management
- Project Management
- Renovation/Construction
- Ranch/Farm Management
- Manage Fleet of Vehicles
- Water Features/Pool Maintenance
- Smart Home Technology
- Residential Security Systems
- Proficient with Macs and PCs
- Knowledgeable in Microsoft Word, Excel and QuickBooks

PROFESSIONAL EXPERIENCE

Private Family – Various States and Chelsea, UK
Personal Assistant/Estate Manager

November 2008-Jan 2015

Supported and assisted family through several transitions, including renovations, changes in staffing and an international move from NY to London and death of husband.

- Organized move from New York to London and closing down of 2 homes in the Hamptons and New York Penthouse.
- Provided mentoring to 12-year old son.
- Catalogued art and antiques for appraisal, storage and sale/auction.
- Researched files and records for family lawyers in various lawsuits and probating of will.
- Assisted in monitoring trusts of children.
- Assisted in reading of company financials for directional drilling company and furniture

manufacturer owned by the principle which she inherited control of after the death of her husband.

- Hired and managed employees: Housekeepers, Chef, Driver and Grounds staff.
- Organized corporate and home offices.
- Established computer network to synch iPhone, iPad and Apple computer for calendar, contacts and email.
- Implemented recordkeeping system and digital filing of old and new files.
- Selected and installed accountant software to synchronize with family accountant's office.
- Opened and closed vacation homes on Lake Michigan and Hamptons.

Private Family – New York, NY

November 2007-November 2008

Personal Assistant

Supported family with three children under the age of 6 and newly renovated 8-story Tribeca residence. This was a live-in position.

- Assisted transition of increasingly more complex family life.
- Researched and agency contact for staffing: cleaning and maintenance staff.
- Implemented cleaning and preventative maintenance schedules.
- Assisted with expense reports and credit card reconciliation; initial approval of invoices and liaison with family CPA.
- Helped establish digital filing system and recordkeeping.
- Managed three family vehicles: registration, insurance and maintenance.
- Transported children to/from school and activities.
- Opened and closed Hamptons summer residence each season.

PERSONAL INTERESTS

- Enjoy sailing and have crewed on yachts: Mediterranean, Australia, United Kingdom and United States.
- Maintain a healthy work life balance that includes sports, travel and photography.
- Assisted the founder of Sculpture by the Sea, in Australia and Denmark; sourcing financing, photography of sculptures and maintaining records.