



AJ Evans

Member of Domestic Estate Managers Association (DEMA)

Skype Address: [HouseManagerAJ](#)

Top performing Estate and Household Manager, Companion, Business and Personal Assistant, Event Planner, Culinary Assistant and Chauffeur with a track record of exemplary performance to personal service and confidentiality. Residential and leisure lifestyle advocate committed to dedicated service delivery utilizing effective and skilled management criteria. Management style and strength is reflected through positive team-building, listening, accountability and responsibility while representing all endeavors as the key household liaison to the owners and their guests. Additional skillset provides Home Health Aide and Certified Nursing Assistance, Certified Care Management as well as Emergency Response and First Aid to senior family members associated with the Principle family.

Employment Experience:

Interim Project Manager and Estate Manager, *Private HNW Family, 2013*

Primary residence in Palm Beach, Florida and the island of Fiji.

Job Duties: Interim Project Manager to the employer's Manalapan, Florida estate. Tasks include light housekeeping and wardrobe maintenance as well as assisting with large luggage pack for continuous speaking event attire. Oversight of vendors, maintenance teams and staff providing landscaping, exterior and interior of home as well as on-going property expansion and renovations to the estate. Chauffeur the principal and houseguests as needed. Interim endeavor during construction and household staff relocation.

Estate Manager: LaBellucia Estate, *Private HNW Family, 2010-2012*

Primary residences in Palm Beach, Florida and Beverly Hills, California.

Job Duties: Estate Management of Historic Oceanfront Residence. Oversee household operations to include business and political campaign staff coordination, budget and expenditures, event planning, supervise staff (assist with heavy cleaning tasks as needed), plan and assist with meal preparations with live-in chef. Tasks include light housekeeping and wardrobe maintenance, oversight of vendors, general upkeep of exterior and interior of home, on-going historic preservation and renovation to the estate. Chauffeur the principal and houseguests as needed, coordinating with personal assistant and flight crew. Direction and oversight of security; plan and secure residence against hurricane damage; coordinate and close house for extended travel periods. Handyman duties and various tasks.

House Manager: *Private HNW Family, 1998-2003, 2005-2008*

Primary residences in Chicago, Illinois and Fort Lauderdale, Florida.

Job Duties: Schedule and oversee outside contractors and service people to complete wide variety of tasks including but not limited to: yard maintenance, landscaping, general upkeep of exterior and interior of home; coordinate all special/emergency repairs to house and property; plan, obtain bids, and schedule remodeling/construction projects on property; maintain appearance standards inside and outside of house; oversight of elderly parents living on-site, providing companionship and slight CNA care for memory impaired couple.

Personal Assistant and House Manager: *The Michael Georgescu Residence, 1995-1998*

Primary residences in Chicago, Illinois and Fort Lauderdale, Florida.

Interim Chauffeur and Family Assistant: *Private HNW Family, 1994-1995*

Primary residences in Glencoe, Illinois and Palm Beach, Florida.

Personal Assistant and House Manager: *The Bharat Mobasher Residence, 1991-1994*

Primary residences in Palm Beach, Florida and Dubai.

Communications Sergeant - overseas assignments, enlisted and reserve status, 1980-1990

U.S. Air Force and U.S. Air Force Reserves. Top Secret and NATO clearance Middle East & European assignments. Level 7 trained communications engineer with special assignment duties that included shadowing / assisting my immediate supervisor and Lt. Colonel. Chauffeuring and scheduling coordination for secured briefing sessions and remote teleconferencing for emergency drills and training scenarios for various mission operations and flight line tactical operations. Part time household manager to the Base Commander, being my first foray into Personal Assistance and House Management endeavors.

Skillset:

- Seasoned and passionate service professional with the mindset to provide 5-star comfort and having the ability to anticipate the needs of all Principals' high expectations. Well-tenured experiences on-site within formal and non-formal households. Committed and pro-active responsible service professional that is flexible and confident to his duties. In command of the English language and appropriate with owners, their families and guests at all times.
- Coordinating the smooth and efficient operation of the home with the Nanny, Personal Assistant and corporate office's Executive Assistant as well as any Pilot or water craft Captain who have direct reporting with the Principal. Expert Organizer who is flexible to assume the duties and tasks of a households' personal assistant or secretary in the absence of one.
- Oversight of outside contractors and vendors. Hands-on successes with HVAC maintenance, Smart Home technologies, interior and exterior minor repairs, key in addressing home and property security and event management. Tactful to not interfere with the Principals' schedule to meet the needs of the household operation.
- Supervision of all domestic staff in single or multiple households. Possession of a successful background of management skills, collaboration and mentoring all staff to the passion of estate service. Excellent communication with owners and staff with the ability to work well under time sensitive schedules and high pressure events. Courteous and discreet to the owners, their guests and family at all times. Gatekeeper to the household, screening vendors extensively that are new to the home and its' operation.
- Personal wardrobe valet for single or both Principals. Clothing storage and maintenance, packing, shipping and wardrobe set-up at destination households. Personal chauffeur to any and all family members. Available for domestic and international trips.
- Oversight of all housekeeping schedules, duties and direct assistance in the absence of staff. Hands-on in larger housekeeping, deep cleaning and maintenance tasking. Key in establishing preventative maintenance agendas for both interior and exterior of all residences, vehicles, water craft and sporting pleasure craft.
- Key in scheduling the family agenda and corporate coordination to travel itineraries. Personal shopping and errand tasking for the employer, guests and family members being while being discreet to their needs.
- Office oversight such as staff payroll, budget creation and adherence, household account reconciliation as well as family and business mail and email correspondence to include event RSVP attendance. Social media tasks such as email supervision, SEO tasks for personal and business websites and social media platforms in daily and event communications. Maintenance to household computer devices, security, backup and data storage.
- Food preparation and Chef tasking for various cuisine. Assisting the chef in meal preparation, serving duties and drink service to guests. Arrangement and assistance to staff in table settings, event set-up and clearance and party theme design. Coordinating larger venues with event staff and catering vendors to the pleasure of the owners. Continual sourcing for vendors for future need or preventative schedules.

- Receiving guests and family members throughout the day. Assistance to visiting guests during their long term residency.
- Home Health Aide and Certified Nursing Assistance, Certified Care Management as well as Emergency Response and First Aide to senior family members associated with the Principle family.

Education:

- Bachelor's Degree, 1990, Psychology and Business Administration
- Slippery Rock University, Slippery Rock, PA.
- Personal Information: Divorced Military veteran, no children, non-drinker, non-smoker, non-drug usage, excellent background and credit rating. I am a licensed CNA, HHA and advocate for healthcare and seniors. I take care of my clients and their family as they were my own.

Credit report, Level II fingerprint background reports, ID, passport and residency verification provided direct to clients presenting offers, as data will not be stored within recruiting agency databases. Partial references provided to recruiters, but with respect to confidentiality agreements, contact information for certain notable celebrity references, sports figure and politicians will not be directly provided but through their office executive assistants.