

LIFESTYLE MANAGEMENT

CEDRIC PIN

Personal Assistant

- Representation of employer.
- Personal secretary
- Schedule Planning
- Errands and time saving management
- Personal shopper, dry cleaning, auto care, etc.
- Management of personalized information, likes, dislikes: culinary, floral, personnel, entertaining, friends and family, style of service, and personal amenities
- Selecting & sending gifts to clients or friends
- Personal correspondence
- Travel arrangements, limos, private planes, commercial air, hotels, leasing private villas, amenities delivered to locations, ("advance" management) etc.
- Animal care

Service

- Etiquette and protocol for home and business
- Continuity management/open-close for private, rented homes or other lodging
- Computerize/photograph full inventory of households and wardrobe for tracking and insurance purposes
- Proper table service and presentation
- Grocery shopping, international fine food selections
- Nutrition; good health and sports nutrition
- Arranging meals including special diets, macrobiotic, organic, low cal, diabetic, low salt/low fat, grilling, themed menus, regional, and desserts
- Organization and purchase of all kitchen items and supplies, some kitchen design work
- Small parties with wait staff, or large event planning
- Personal Trainer
- Oenologie (vin Francais)
- Mixology

Estate/Household/Office Management

- Project Management and Restoration projects
- Staff training, initial selection of staff, background checks
- Estate accounting and inventories,
- House ware and building maintenance and inventory systems
- Purchasing of items for the daily up-keep of the household, and introduction of new products
- Daily management of multi-skilled staff, written project lists and goals
- SmartHome and audiovisual technologies
- Maintenance schedules with monthly task calendars
- Management and the employment of vendors for household: cleaning staff, carpet cleaners, florist, gardeners, wait staff, entertainment
- Negotiation of vendor contracts, verification of insurance, and their incoming staff.
- Overseeing construction project management
- Landscaping, working with on site landscapers for optimum care
- Large-scale landscape lighting including transformers noting wattage allowances and distribution.
- Irrigation: planning, programs and use: yard maps with locators
- HVAC maintenance, humidity controls and their relationship to antiques.
- Environmentally safe cleaning products