



Pavillion Agency, Inc.

Since 1962

The Leader In The Field Of Personal Service™

Presented by: Keith Greenhouse



{She was sent by Peter Mahler to you in Oct 2013}

Brenda L. Gadd

CAREER SUMMARY

Over 25-years of experience empowering reputable local and international estates and small businesses with superior service, sound operational leadership, and highly effective business management. With a strong educational foundation, including a Bachelor of Science degree in Accounting and a Master's Degree in Business Administration, complemented by the successful completion of various highly distinguished applied leadership programs over the course of my career, I proffer critical tools of the trade, including impeccable hospitality and operations management, sound financial oversight, and exceptional employment references.

CAREER HISTORY

Jan 2011 - Present

Interim Estate Manager (Seasonal / Contractual Services)

Long Island, NY; Palm Beach, FL; the Caribbean; and Central America

- Manage and Oversee the Operations of Small Private Islands and Estates
 - Provide Meticulous Oversight and Impeccable Service to Principals While in Residence
 - Work Seamlessly with Yacht Captains, Pilots, and Crews to Provide Quality Private Service to Principals While on Board
 - Provide Quality Operational and Logistical Management, Including Timely Deliveries and Shipments, Private Travel of Principals and Guests, Flawless Execution of Special Events, Complete Mastering of State of the Art Security Systems and Smart Home Systems, Proper and Specialized Care of Assets, Inventory Control, Proper Compliance with and Updating of Operational Manuals, and Frugal Management of Estate Finances
 - Successfully Manage Estate Employees and Contractors, Including Recruitment and Training (as needed), Compensation, Scheduling, Timely Evaluations, and Retention
 - Serve as Logistical and Operational Liaison Between Principals, Architectural Team, Local Contractors, USA Staff and International Staff to Coordinate Construction (Including Renovation) of Private Local and International Estate(s), Including Furnishing and Preparation of Main Residence(s) and All Guest Residences

May 2005 - Dec 2010

Island Estate Manager / Director of Hospitality, Logistics and Business Operations

Private Island Estate, Exuma, Bahamas (May 2005 - June 2009)

Little Cayman, The Cayman Islands (June 2009 - Dec 2010)

- Manage and Oversee Remote Private Island Estate, Including Adjacent World Renowned Scientific Research Facility and 46-bed Boutique Eco-Resort:
 - Provide Meticulous Oversight and Outstanding Service to Principal While in Residence
 - Direct and Oversee all Hospitality Management and Logistical Support, Including Purchasing, Inventory Control, Menus and Food Service, Housekeeping, and Customer Service
 - Successfully Manage and Direct Diverse and Multi-cultural Support Teams (Total Staff of 16), Including all Facets of Human Resource Function: Managerial Oversight of All Recruitment, Employee Training and Retention, Compensation, Scheduling, Foreign Documentation, Timely Evaluations, and Compliance with Foreign Immigration

15 East 40th Street, Suite 400, New York, NY 10016

Tel: [REDACTED] • Fax: [REDACTED] • [REDACTED]

DCA # [REDACTED]



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(Continue)

- Carefully Nurture Long-Standing Contracts with Existing Customer Base and Effectively Grow and Enhance New Business Opportunities, Including Program Development and Expansion in the United States, the Cayman Islands, the Bahamas, and the United Kingdom, for the Purpose of Achieving Sustainable Annual Growth, as per Long-Term Strategic Plan
- Frugally and Prudently Administer Multi-Million Dollar Operating Budgets (for the Estate and for the Business Entity), Including Departmental Budget Preparation and Compliance; Strict Conformity to Federal Spending and Reporting Requirements; Payroll and Benefits; Cash Flow Reporting; Grant Management; Logistical Support Management; & Fixed Asset Management
- Closely Monitor the Structural Integrity and Maintenance of Existing Facilities and Multi-Year Build-Out Plan, Including Oversight of Maintenance Staff and Local Contractors, Conformity with Architectural Master Plan, and Strict Compliance with Facilities Budget
- As Lead Safety Officer, Carefully Implement Safety Protocols, Including Strict Compliance with Applicable OSHA Requirements and Evacuation Procedures for Remote Island Estate and Adjacent Properties
- Exceed Expectations and Reporting Requirements of Owner/Principal and Governing Board of Directors

May 1993 – May 2005 **Director of Estate Operations**

TLZ Financial & Business Services, Palm Beach County, FL

- Provide Quality Operational, Logistical and Financial Management for Local Palm Beach Estates
 - Successfully Manage all Facets of Human Resource Component, Including Recruitment, Compensation, Scheduling, and Timely Evaluations of Household Staff
 - Carefully and Discreetly Administer Multi-Million Dollar Operating Budgets, Including Punctual Preparation and Review of Financial and Cash-Flow Statements, Timely Preparation and Submission of Quarterly and Annual Federal and State Tax Documents, and Accurate Reconciliation of All Operating Accounts and Investment Portfolios
 - Execute Effective Property Management Duties, Including Supervisory Oversight of Full-time Staff and Local Contractors

June 1985 – May 1993 **Cost Controller / Senior Cost Analyst / Cost Accounting Manager**

FLO-SUN Sugar, Palm Beach, FL; Devtek Aerospace, Palm Beach, FL; Coronet Industries, Dalton, GA

- Oversee Multi-Million Dollar Production Budgets and Personnel for Manufacturing Facilities
 - Accurately Compile Monthly and Quarterly Cost Data, Including Budget vs Actual, Gross Margin Projections, and Precise Evaluation of All Cost-Related Variances
 - Successfully Coordinate Annual Physical Inventory of Equipment and Supplies
 - Effectively Supervise Accounting and Data Entry Departments

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EFTA00622662



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EDUCATIONAL / PROFESSIONAL DEVELOPMENT

- 1996 - Palm Beach Atlantic University (PBAU), West Palm Beach, FL
Master's in Business Administration
- 1984 - Tennessee Temple University (TTU), Chattanooga, TN
Bachelor of Science, Accounting
- 2010 - Graduate, Leadership Cayman Islands, Inc.
- 1999 - Graduate, Leadership Palm Beach County, Inc.
- 1991 - Graduate, Dale Carnegie Leadership Program
- Bilingual - Written and Verbal Fluency in both English and Spanish

Impeccable references available upon request

15 East 40th Street, Suite 400, New York, NY 10016

Tel: [REDACTED] • Fax: [REDACTED] • [REDACTED]

DCA # [REDACTED]

Alisha Perrigoue <[REDACTED]>
To: "[REDACTED]" <[REDACTED]>
Cc: Keith Greenhouse <[REDACTED]>, Asma Alahiane
<[REDACTED]>
FW: Note for Richard Kahn

February 26, 2014 9:30 AM

2 Attachments, 3 KB

Mr. Kahn,
Mike Fiore asked that we pass along post-interview note to you (please find below).

Kind Regards,

Alisha Perrigoue
Executive Assistant to Keith Greenhouse
PAVILLION AGENCY, INC.
15 East 40th Street, Suite 400
New York, NY 10016
Phone [REDACTED] Fax [REDACTED]



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From: Michael Fiore [mailto:mf@pavillionagency.com]
Sent: Tuesday, February 25, 2014 1:19 PM
To: Keith Greenhouse
Cc: Alisha Perrigoue
Subject: Note for Richard Kahn

Dear Richard,

Thank you for the opportunity to discuss the open position in your family office. I enjoyed speaking with you yesterday and believe that my experience matches the job's criteria. I am a hands on manager with strong focus on team work and attention to detail.

Currently as a Property Director, I manage a staff of 40 employees, oversee 100 contractors, and direct all construction, maintenance, and security for multiple properties. In addition, I serve as the site project manager for all capital work and events, including bids/proposals and contract negotiations. My responsibilities also include serving as the owner's representative with project architects, engineers, landscapers, and decorators. I also serve as the liaison with insurance representatives, accountants, lawyers, and advisors.

While in this role, I have prepared the budgets and managed a wide range of multi-million dollar construction and renovation projects. In addition, I have prepared and managed the operating and capital expenditure budgets for various residences and properties. My success is attributable to a detailed knowledge of the industry, excellent project management skills, attention to detail, knowledge of luxury property operations standards and procedures, human resource management skills, and the use of goal setting and performance measurement to keep all parties focused and on-target. In addition, I am a strong advocate of teamwork, proactive communication, high service standards, performance excellence and continuous improvement.

Richard, I strongly understand the confidential nature of working in a family office. I am most interested in continuing our discussion.

Sincerely,

EFTA00622664

Alisha Perrigoue <[REDACTED]>
To: [REDACTED]
Cc: Keith Greenhouse <[REDACTED]>, Asma Alahiane
<[REDACTED]>
Applicant Brebda Gadd

February 25, 2014 12:18 PM

6 Attachments, 1.5 MB

Mr. Kahn,
Please find attached the paperwork for Brenda Gadd. Keith will discuss her background in further detail with you on Thursday.

Kind Regards,

Alisha Perrigoue
Executive Assistant to Keith Greenhouse
PAVILLION AGENCY, INC.
15 East 40th Street, Suite 400
New York, NY 10018
Phone [REDACTED] Fax [REDACTED]



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Brenda L. G...docx (1.2 MB)

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www.perryinstitute.org • Email [REDACTED]



September 13, 2010

To Whom It May Concern:

Ms. Brenda Gadd was employed as Island Manager for the Perry Institute for Marine Science, Inc. from May 2005 – June 2009. Ms. Gadd voluntarily gave advanced notice of her resignation from the position with the Perry Institute and carried out her responsibilities fully up until her final day. Ms. Gadd was a dedicated employee and benefited the organization by her commitment to excellence and to achieving higher standards for all aspects of her multiple and diverse responsibilities.

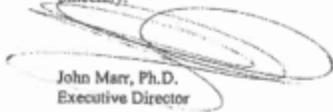
Ms. Gadd was an incredible asset for the Perry Institute and left behind a very impressive set of accomplishments. Ms. Gadd brought a unique strength to the whole organization and helped further integrate science, operations, and outreach. Her dedication, "out of the box" ideas, focus on priorities, willingness to jump in/do anything, and overall commitment to strengthen the bridge between our operations and administration proved to be a great model for everyone to follow and one that leaves a lasting impression. Ms. Gadd can be very proud of her work with us and all that was accomplished.

It was a pleasure working with Ms. Gadd and I look forward to working with her in the future should that opportunity present itself. Much of Ms. Gadd's success with the Perry Institute was based on her ability and real interest to develop solid, productive, and mutually beneficial relationships with co-workers and our various colleagues.

Personally, I am very thankful for having the opportunity to work with Ms. Gadd and I know that she will excel in future positions she takes on, and will benefit those organizations in which she works. Any organization that hires her will quickly realize how incredibly lucky they are to have accepted her join their organization; those organizations will recognize what an outstanding addition to their overall team that they have just acquired. I wish Ms. Gadd great success in all her endeavors and offer to speak with anyone reviewing her applications to provide further details about her accomplishments, skills, and capabilities.

In closing, I appreciate Ms. Gadd's commitment to and accomplishments with the Perry Institute. Please call on me if I can be of further assistance in evaluating Ms. Gadd's qualifications.

Sincerely,



John Maer, Ph.D.
Executive Director

Conduct and support innovative research and education that advance
stewardship of our oceans and coastal ecosystems



August 5, 2011

To whom it may concern:

I am very pleased to write a letter of recommendation for Ms. Brenda L. Gadd, former interim Managing Director of the Central Caribbean Marine Institute (CCMI).

I worked with Ms. Gadd from June, 2009, until the end of 2010, as the Treasurer of the Board of Directors for the Central Caribbean Marine Institute. As interim Managing Director, Brenda's duties included the oversight of all financial responsibilities of the organization, including budgeting, preparation of financial documents for CCMI Board of Directors meetings, overseeing all personnel, marketing the CCMI objectives for research and education throughout the Cayman Islands, United States and Europe, and improving the financial well-being of the young, start-up organization, which was recently incorporated as a 501(C)3 organization in the Cayman Islands, US and UK. During her short tenure, she was successful in building a sizable operational surplus for CCMI by greatly reducing operational expenses and expanding revenue streams. Upon expiration of her contract in late 2010, she had succeeded in putting the necessary employees and controls in place to successfully and profitably carry the organization forward.

Brenda's character is beyond reproach, and her attention to detail is unsurpassed by anyone that I have worked with. Brenda's attributes include her devout religious beliefs, her ability to communicate in any environment, and her capacity to successfully represent any organization in any situation. Brenda will be an asset to any organization fortunate enough to hire her.

If I may be of further assistance, please do not hesitate to contact me. I can be most easily reached by email at: [REDACTED]

Regards,



Jon H Hines, Ph.D.
Treasurer, CCMI (2009-2010)
Little Cayman
The Cayman Islands

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