



Presented by Keith Greenhouse

John Christensen

DIRECTOR OF PROPERTIES/ESTATE MANAGER

Highly efficient Estate Manager/Director of Properties with over 15 Years of experience in every aspect of day to day management of very large/multiple estates including staffing, accounting, vendor relations and construction management. Broad knowledge and expertise within virtually every field of fine home management from interior design to estate technology to vessel & craft management. Earlier experience includes management of international luxury hotels. Articulate, pro-active, organized, and discreet individual with strong time-management skills.

PROFESSIONAL EXPERIENCE

Private, Multiple Residences

02/2012 – Present

CHIEF OF STAFF

In charge of 14 luxury residences worldwide ranging from 10,000 to 95,000 Sq. Ft as well as staff of 120+, large yachts and jets for a Royal family in the Middle East.

- Primary tasks are to ensure 5 star service level 24/7 at all locations for all family members.
- In charge of ensuring that all departments work together (security office, business office, travel department) with the principals best interest in mind at all times.
- Extensive travel to ensure same level of service at vacation rentals, hotels and villas prior to the principal's arrival.

03/2011 –

DIRECTOR OF PROPERTIES

Responsible for staff of 25 at 9 different residences for

- Extensive construction management responsibilities, both new construction and complete renovations at all properties. The position was 85% construction management, 15% staff management.
- Optimized the staff numbers at all locations, using a combination of full time employees and contract staff, based on cost and efficiency.

PROFESSIONAL EXPERIENCE CONTINUED

[REDACTED]

11/2008 -03/2011

DIRECTOR OF PROPERTIES

Overseeing all operating aspects of 6 large estates including Private Island. This was my second employment with the [REDACTED] family.

- Responsible for smooth running of all family properties, large private island, yacht and smaller water crafts, planes and luxury vehicles.
- HR responsibility for large staff

[REDACTED]

11/2007 – 09/2008

DIRECTOR OF PROPERTIES & SERVICES

Responsible for the overall management of 6 large estates on the East and West coast

- Complete management responsibility for a large staff of 50, including 5 Estate Managers.
- Budget management / bill-paying and staff expense responsibility
- Implementing complete electronic manuals for all Estate operations and staff functions to insure uniformity in service levels at all locations.
- Extensive travel between Estates for staff performance evaluation and to supervise Estate condition and direct improvements as needed.

PROFESSIONAL EXPERIENCE CONTINUED

[REDACTED]

09/2006 – 10/2007

ESTATE MANAGER

Responsible for all operations aspects of 16,000 Sq. Ft. Estate in [REDACTED] and 10,000 Sq. Ft. Estate in [REDACTED]

- Managed, hired and trained a staff of 18 on large 14 acre [REDACTED]
- Prepared operating budgets for both Estates in close cooperation with Principals and Business Office.
- Implemented several environmental friendly and energy saving procedures.
- Wrote and implemented new Estate Manual and procedures in order to increase staff efficiency and consistency between Estates.
- Cataloged and kept valuable art and jewelry collections appraised and updated.

[REDACTED] **06/2004 – 08/2006**

ESTATE MANAGER

Responsible for all operations aspects of 11,000 Sq. Ft. Estate in [REDACTED] as well as 8,000 Sq. Ft. beach house in [REDACTED]

- In charge of all staff hiring, training and scheduling. Staff of 12.
- Supervision of vendors, contractors and projects.
- Event planning from start to finish.

[REDACTED] **06/1998 - 06/2004**

ESTATE MANAGER/CHIEF OF STAFF

Complete responsibility for managing a beautiful 9,000 Sq. Ft. Estate in [REDACTED] as well as an 8,000 Sq Ft [REDACTED] Responsibilities also included a 28 vehicle classic car/sports car collection, a 85 ft. yacht and various water crafts.

- In charge of a staff of 21, including chef, housekeepers, laundress, grounds keepers, yacht captain, personal assistants and the [REDACTED] manager.
- Managed multimillion dollar Estate, Yacht and vehicle budgets.
- Spent 11 months a year in Florida and 1 month in Italy, managing all aspects of my employers travel, private jet schedules, entertainment and social planning.
- In charge of extensive security procedures at estates and during travel.

The Luxury Collection, Europe

04/1991 - 03/1998

GENERAL MANAGER

Joined company as Assistant Manager in 1991 and promoted to General Manager six months later. Managed 5 star Hotels in Greece, Turkey and Spain

EDUCATION

[REDACTED] Hospitality Management Degree

COMPUTER & TECH SKILLS

In-depth knowledge of MS Word, Excel, PowerPoint, Outlook, ACT, Photoshop and QuickBooks. Highly skilled in aspects of computer maintenance both Mac and PC, Blackberry, iPhone, iPad, phone systems, smart homes, screening rooms and Crestron systems

Hands on knowledge of HVAC, Pool Equipment, motor vehicle maintenance, boat and watercraft maintenance as well as landscaping and housekeeping.

LANGUAGES SPOKEN

Fluent in English, German and Danish. Currently taking Spanish lessons.

PERSONAL INFO

[REDACTED] Non-smoker in excellent health. Clean driving and criminal record.

Due to my [REDACTED] I am authorized to work in all EU countries as well as the United States without restrictions.

EXCELLENT VERIFIABLE REFERENCES PROVIDED UPON REQUEST

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