

HANA PEVNY

PO Box 10749
Aspen, CO 81612



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This letter serves as an introduction and to express my interest in the Island Management position.

I am currently working as an estate manager in Aspen, Colorado managing an 18,000 sq. ft. private multi-family retreat on six acres. I have complete management responsibility for all aspects of the property and residence. Currently I am overseeing a \$3M renovation project of all exterior landscape, hardscape and infrastructure components.

Prior to my transition to private service seven years ago, I held management positions in sales, marketing and operations for technology companies (Cisco, HP and IBM) and in the luxury and tourism sector (Aexjet, the City of Aspen and The Little Nell Hotel). In my previous corporate career I managed staff including up to 25 direct reports as well as having profit and loss fiscal responsibility. I have a B.S. in Business from the University of Baltimore, Maryland and a Diploma in Food and Wine from Leiths in London.

The key strengths that I possess that uniquely qualify me for success in island management include, but are not limited to, the following:

- Provide exceptional contributions to the management of an estate and household with the upmost discretion and integrity
- Broad range of knowledge of all aspects of residence, yacht and private aircraft operations
- Strive for continued excellence with an eye for details
- Strong communication skills
- A personalized management style to maximize staff effectiveness
- Technology and mechanical infrastructure proficient
- Broad range of cooking styles and cuisines
- Delivery of 5 star hotel service

You will find me to be well spoken, energetic, confident, and personable, and most importantly loyal and trustworthy, the type of person you would want managing property for persons of discretion. I also have a wide breadth of experience of the type that gives you the versatility to place me in a number of contexts with confidence that the level of excellence you expect will be met.

Lastly, it is my career objective to work in the Caribbean. I hope that you'll find my experience and interests intriguing enough to warrant proceeding to the next step, as I am confident that I would be an asset to managing your property.

Thank you for your time and consideration. I look forward to hearing from you.

Kind regards,

Hana Pevny

Resume attached

Hana Pevny

Estate Manager

Experienced, innovative and enthusiastic house manager with corporate management background including fiscal accountability and staff management. Keen eye for detail with particular emphasis on delivering bespoke management solutions to exceed client's expectations of five star service in private households. Has worked across the United States, United Kingdom and the Mediterranean. Holds business degree as well as a professionally trained chef and certified in Household Management Service. Someone who works with integrity and discretion in high net worth households to ensure privacy and confidentiality.

EXPERIENCE

2012 - present **Estate Manager** – *B & C Partners/ Very HNW Family – Aspen, CO (live-in)*

- Overall responsibility and management of 6 acre estate with 18,000 sq. ft. residence
- Management and training of staff - 10 employees / development of standards and protocols
- Management of household expenses and accounts
- Develop, manage and maintain all vendor and contractor relationships
- Project management of extensive exterior and landscape renovations
- Smart house proficient – Lutron / Crestron – mechanical infrastructure
- Household Chef responsible for menu development, sourcing
- Manage schedules and cater to palettes for 17 family members and additional guests

Summer 2011 **Private Chef** – *HNW English Family – Estate in Greece (live-in)*

- Responsible for household and wine inventory, expenses and cost containment
- Provided detailed inventory including photos for season house closing
- Menu planning and local sourcing
- Maintenance of kitchen to high standard
- Two meals and tea daily preparation up to 24
- Responsible for return of dogs safely and trauma free from Greece to UK

2010 – 2011 **Freelance House Manager/ Chef – United Kingdom, United States and the Mediterranean**

- Management of housekeepers, contractors, assistants and wait staff as needed
- Dinners, lunches, canapé parties, holiday meals
- Plated, buffet and family style service for up to 25 / canapés for 100
- Bespoke menu creation based on client preferences

2007 - 2009 **House Manager / EPA – Very High Profile and HNW Family – Dallas, Aspen, Mexico (live out)**

- Directed multiple phases of household operations and staffing in Aspen
- Interfaced with all maintenance, contractors and service staff
- Managed databases, computer network, new technologies as introduced into household
- Oversight of security system – access, webcams, back office team, reporting
- Maintained all household inventories including wardrobe, wine, gifts
- Managed household expenses and reconciled monthly financials and record keeping
- Consistently interfaced with corporate staff to manage principals' diaries / travel
- Project planning for supported charitable causes
- Event and entertainment planning for private and charitable functions
- Travelled with family as required

2005 – 2007 **Vice President, AEXjet – Aspen Executive Air**

Retained to build sales, marketing, customer service and concierge infrastructure. Defined new business opportunities with media, hospitality and luxury travel partners. Created marketing strategy including branding, media, PR, website, sponsorship and events. Managed integration of CRM system to increase productivity and reduce sales responsiveness. Managed direct staff of 5. Budget responsibility.

2002 – 2005 **President, Aspen Chamber Resort Association**

Co-produced and managed American Express Food and Wine Magazine Classic at Aspen including scheduling, volunteer force of 600, venue and permit negotiations.. Responsible for \$1M budget and all marketing for Aspen. Managed direct staff of 25.

Pre 2005 **Sales, Marketing and Management Operations, Cisco, HP, IBM,**
Various management positions with increasing levels of responsibilities and financial accountability based on

performance with leading technology companies including Cisco Systems, Hewlett Packard, IBM and Wang Laboratories. Demonstrated leader merging expertise in sales and marketing, strategic planning and business development with Profit & Loss management.

EDUCATION

B. S. Business Administration (Magna Cum Laude)- University of Baltimore, Baltimore, Maryland

Diploma in Food and Wine (First Class) – Leiths School of Food and Wine, London, England

Household Management Training – Starkey Institute, Denver, Colorado

Institute of Organizational Management – US Chamber of Commerce, Washington, D.C.

Leadership Training, Management Skills Development – Cisco Systems, San Jose, California

ADDITIONAL INFORMATION

American with EU Status – Eligible to Work in EU and US

Willing to travel with principals as required