



CEDRIC PIN

HOUSE MANAGER
PERSONAL ASSISTANT
BUTLER



Nationality	French
Languages	French (native), English (working level)
Qualifications	Ten years plus experience as an executive personal assistant, butler, valet, house manager CAP Hotellerie (Certificate of Professional Aptitude in Hospitality) <ul style="list-style-type: none">• Culinary Science• Business, Legal and Event-planning segments related to Hospitality Formation Oenologie (vin Français) <ul style="list-style-type: none">• Complete knowledge of French wine• Wine Science
Drivers License	Full/Clean, includes Manual and Automatic, plus Motorcycles
Professional Associations	International Guild of Professional Butlers, Domestic Estate Managers' Association
Interests	Football, Rugby, Travel, Dogs, Gardening, Fitness
Contact	
References	Available Upon Request Available for Relocation

PROFILE

An internationally focused professional who works independently under pressure and with humor, uses independent judgement, demonstrates initiative, resourcefulness and problem-solving skills in both corporate and residential environments.

Manage and maintain in-home business office
Maintain household and social calendars and coordinate with business office calendars
Liaison with executive office personnel
Schedule all appointments and oversee and prepare Principal Accounts payable, expense reports and coordinate with business accountant
Legal administration of household with attorneys
Prepare and write correspondence

Handle document flow and organize files
 Project management
 Event and social planning
 Meeting and conference coordination
 Research tasks
 Handwrite "Thank you" letters and notes
 Travel arrangements - domestic and international
 Driving client or guests
 Computerize all household inventory lists
 Maintain all household paper and computer files
 Maintain computer and office equipment; Order office supplies
 Oversee development and list maintenance of social invitations
 Liaison with contractors, interior decorators
 Media and public relations
 Assist with security measures
 "Silver Service" *Service à l'Anglaise* and *à la Française*, bartend
 Personal errands
 Available to travel globally
 Valet, maintain and purchase wardrobe
 Maintain residence and country home is state of readiness for guests
 Gardening/landscaping
 Valet

EXPERIENCE

Private Service
2001 - Present

TRUCHE RESIDENCES- Rhône-Alpes Region, France and Sitges, Spain

Household Manager/Housecare/Personal Assistant. Duties Include:

- Manage/Care for one home in Lyon, one country house in the Beaujolais region of France and one home in Spain.
- Manage and maintain in-home business office
- Maintain household and social calendars and coordinate with business office calendars
- Liaison with executive office personnel
- Schedule all appointments and oversee and prepare Principal
- Accounts payable, expense reports and coordinate with business accountant
- Legal administration of household with attorneys
- Prepare and write correspondence
- Computerize all household inventory lists
- Maintain all household paper and computer files
- Assist with security measures
- "Silver Service" *Service à l'Anglaise* and *à la Française*, bartend at events/dinners
- Personal errands
- Available to travel globally
- Liaison with contractors, interior decorators
- Valet, maintain and purchase wardrobe
- Maintain residence and country home is state of readiness for guests
- Oversee seasonal maintenance (pool winterizing, garden preparation)
- Landscaping, working with on site landscapers for optimum care

- Large-scale landscape lighting
- Oversee small staff and one-off contractual labor
- Drive on occasion
- SmartHome and audiovisual technologies
- Wine cellar management
- Real estate scouting
- General handyman duties

Commercial
Experience
2001- 2011

TRUCHE PUBLICITÉ, Lyon, France

Executive Assistant to the firm's principal who also was the principal of

the homes managed. Duties included:

- Prepared and wrote correspondence
- Handled document flow and organized files
- Project management • Event and social planning
- Meeting and conference coordination
- Research tasks • Handwrote "Thank you" letters and notes
- Travel arrangements - domestic and international -
- Liaised with all consultants
- Maintained computer and office equipment; Ordered office supplies
- Oversaw development and list maintenance of social invitations
- Media and public relations
- Graphic artist (Quark-Xpress, Adobe P.S., Illustrator, internet)

Hospitality
Experience
1999 - 2001

LE LOLOQUOI, Lyon, France

Bartender at an Italian restaurant.

Commercial
Experience
1996 - 1999

SERVI-LINGE, Lyon, France

Chef d'équipe, supervisor at a family-owned commercial laundry catering to the hotel and restaurant sectors.

EDUCATION

1992 - 1996

LYCÉE REBELAIS, A Dardilly (Rhône), France

CAP Hotellerie

(Certificate of Professional Aptitude in Hospitality)

- Culinary Science
 - Business, Legal and Event-planning segments related to Hospitality
- Formation Oenologie (vin Français)
- Complete knowledge of French wine
 - Wine Science