

April 18, 2015

**Russell Katulak**

*Owner*

Jemstone Associates  
380 Lexington Ave. Suite#1700  
New York, NY 101688

Dear Mr. Katulak:

Enclosed please find my resume for your review. Over the past 9+ years I have developed strengths and experience as an Estate Manager/Chief of Staff with oversight of multiple properties throughout the United States. Briefly, some of my accomplishments include:

- Keeping properties and households running smoothly, including maintaining the safety and security of buildings and grounds, personal belongings and private information, using excellent judgment and well-developed communications and management skills;
- Oversight of the design-build construction of large projects requiring permitting processes and negotiations, and expertise in working with various parties to facilitate the securing of required permits, contractors, tradespeople and materials;
- Planning and flawless execution of all aspects of social and business events, from cocktail parties to sit-down dinners, for hundreds of people including high-profile individuals;
- Knowledge of how to bring together diverse individuals and groups to successfully achieve common goals and outcomes in complex, deadline-driven environments.

A clear communicator, I interact easily with all levels of staff and the public and excel at collaborating effectively with agencies and individuals to meet common goals. My expertise encompasses a unique combination of analytical and creative thinking, sensitivity to the preferences and privacy of my employers, and strict adherence to an unwritten code of ethics and the highest levels of integrity.

To present my credentials more fully, a meeting at your convenience would be welcomed. If you agree that my background has the potential to be an asset to your client, please feel free to contact me to schedule a time or to gain further information. Your consideration is appreciated.

Sincerely,

Nick Glenney

encl: resume

**ESTATE MANAGER/CHIEF OF STAFF***Talent for making the impossible, possible.***PROFILE**

**Highly qualified, results-oriented and sophisticated private service professional, household advisory specialist, procurement expert and overall facilitator, experienced in directing all aspects of multiple property management.**

*Diverse strengths include:* assembling and managing staff at multiple residences; well-developed professional social skills including ability to interact effectively and appropriately among high-profile entertainers, musicians, sports figures and other celebrities; knowledge in additional areas that include boating, cruise ships, casino operations, fine food and wine, art and architecture.

Strategic and tactical, with outstanding conceptual, planning and management abilities fortified by strong hands-on skills. Excel in stressful, time sensitive environments, efficiently handling multiple priorities simultaneously. Diplomatic yet assertive in communications with outstanding written and verbal skills. Well-travelled. Detail-oriented, accountable, loyal and discreet.

*Capabilities include:*

- Project Planning & Management
- Event Planning & Management
- Safety & High-Tech Security
- Personnel Management
- Travel Planning
- Technology & Smarthome Systems
- Procurement
- Household Accounting
- Relationship Building, Leadership

**PROFESSIONAL EXPERIENCE**

CONFIDENTIAL, PRIVATE FAMILY – NEW YORK & MALIBU

**ESTATE MANAGER 3/1/2015- CURRENT**

Recruited to develop an operational structure and service level for a nationally recognized musician and family, manage on a day-to-day basis, an estate portfolio consisting of nine residences throughout New York and California.

**Select contributions:**

- Set the service standard and oversee the hiring, training, and ongoing management of all nine properties and staff. Responsible for the smooth day-to-day operations of each household.
- Develop and implement household manuals and preventive maintenance calendars for each property.
- Provide concierge service to the family and visiting guests.
- Negotiate and manage all contracts, supervise work and review invoices for simultaneous renovation projects in New York and Malibu, screening and overseeing approved vendors and maintenance associated with pools, highly manicured landscaping, luxury vehicles, and private aircraft.
- Travel ahead of the family to prepare each property for their arrival. Procure items and meet with staff to bring them up to speed on any necessary changes or service requirements.
- Oversee inventory and care of fine furnishings, artwork, antiques, and wine cellar.
- Implemented estate security and electronic procedures working in conjunction with family office and oversees management.
- Provide a "hands-on" approach with staff and projects.

CONFIDENTIAL, PRIVATE FAMILY – NEW JERSEY & NEW YORK

**MULTI-RESIDENCE ESTATE MANAGER 2013-1/30/15**

Managed a 14-person staff and an estate portfolio consisting of six residences and lakeside resort businesses (two marinas, two restaurants, and a golf course).

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**Select contributions:**

- Oversee all operations, staff, contractors and projects. Secure, collaborate with and supervise architects, designers, contractors, vendors and trades people. Recruit, interview, hire, mentor and manage staff as required. Source and procure equipment, supplies and services as required. Implement estate security and electronic procedures. Work with municipalities to secure required permits.
- Restructured a disorganized staff of 14 to increase efficiency, production and morale. Work with staff one-on-one to learn about each individual's strengths and to encourage them in focusing on tasks they can excel in and that will boost their self-confidence.
- Maintain a 'hotel like' atmosphere at the primary lakeside residence. Coordinate and oversee social and business-social events and dining experiences for up to 100+ guests. Facilitate high levels of comfort for short- and long-term visitors.
- Maintain all household calendars and notify the family and staff of the scheduling of events including estate maintenance and repair activities.

ALLIANCE PROPERTY GROUP, New York, Florida & Los Angeles 2007-2013

**ESTATE MANAGER/CHIEF OF STAFF**

Managed a staff of 13 and multiple estates throughout the U.S. for a prominent New York family, including directing and monitoring daily activities on a 270 acre estate consisting of a 13,000 sf. main residence, horse stables, a world-class music studio, and an estate winery. Additionally managed two residences in Manhattan, including a two-story penthouse, and vacation homes in Los Angeles and Florida.

**Responsibilities:**

- Served as project manager in coordinating all aspects of all construction projects for multiple properties. Secured, collaborated with and supervised architects, contractors, vendors and trades people. Worked with municipalities to secure building permits.
- Maintained a fleet of luxury vehicles and yachts. Assisted flight crew with travel arrangements on two privately-owned jets.
- Recruited, interviewed, hired, mentored and managed temporary/fulltime workers and contractors and discharged staff as required. Implemented and maintained all household manuals/calendars and notified the family and staff of the scheduling of events including estate maintenance and repair activities.
- Oversaw the landscaping and maintenance of the property's 200+ acres of highly manicured lawns and gardens.
- Coordinated and oversaw annual and one-time events for up to 350+ guests, and numerous small fine dining experiences, selecting and arranging event entertainment, caterers and services. Facilitated high levels of comfort for short- and long-term visitors.
- Sourced and procured equipment, supplies and services as required.

**Select projects:**

- Managed the construction of a 40,000 sf., state-of-the-art thoroughbred horse training facility. Post-and-beam construction included an indoor arena, an indoor, German-built walker, and a breeding room.
- Executed the building of a private, 3500 sf., Walter Storyk-designed recording studio, rated as one of the top 10 studios in the country in 2010 by Mix Magazine.
- Managed the building of a two-story, 4,000 sf., \$1.5M addition to the main residence. Managed entire project from initial idea through to completion in only two months.

**Early career:**

**SURVEILLANCE SUPERVISOR** / NORWEGIAN CRUISE LINES, M/S NORWEGIAN DAWN - Ft. Lauderdale, FL 2006-2007

**CREW CHAIRMAN** / NORWEGIAN CRUISE LINES, M/S NORWEGIAN DAWN - Ft. Lauderdale, FL 2006

**OPERATIONS MANAGER** / ONEIDA LAKE MARINA INC., Canastota, NY 1997-2003

**Education & Training:** **A.S., Computer Science** – ITT Technical Institute, Liverpool, NY • **U.S. Coast Guard** – OUPV Captain's License • **Casino Dealer & Surveillance Training** – Falmouth Institute, Las Vegas, NV • **Dealer Training** – Turning Stone Casino, Verona, NY

*Additional:* Community involvement includes Catholic Charities and local food banks • Interests include sailing, skiing, and travel • Extensive personal and business travel throughout the U.S. and Alaska, Europe, South America and the Caribbean

NICK GLENNEY

Nick.Glenney/LinkedIn • Tuxedo Park, New York

## Project & Construction Management

- Supervising the \$19M development of a 270 acre property in Upstate, New York, from the ground up, over seven years, including:
  - Construction of a 13,500 sf. residence, a two year project with multiple contractors. Home includes a master chef's kitchen, music room, study, 4000+ bottle wine cellar, home theater, four bedroom suites and seven bathrooms. Project included procurement of specialty woods and stone for use throughout the home's interior and exterior.
  - Construction of a million dollar, two-story, 3000 sf renovation/addition to the main house to serve as lodging for two weeks for His Holiness The Dalai Lama and his 15-person entourage during their visit in October, 2012. This addition included vaulted ceilings, a new formal dining room with seating for 24, a workout facility, office space, bedroom and bathroom. This addition was taken from initial idea/design, through building, to interior finishing, carpeting, landscaping, etc.—entirely—within two months.
  - Renovation of an existing structure on the property into a Lodge housing executive offices and a world-class recording studio. For the design and building of the recording studio I found and we worked with John Storky, architect/acoustician (<http://www.wsdg.com/>), from Woodstock, New York, in planning and building the multi-million dollar music studio. I additionally procured custom oak diffusing panels for the studio.
  - Construction of a thoroughbred facility currently housing 16 horses. Facility is all post and beam construction and custom woodwork, including seven custom sets of 12', Amish-built cedar doors from Pennsylvania and with a custom-built horse walker from Germany. I also oversaw the construction of executive kennels.
  - Pool house renovations including a new timber-framed pergola; a handcrafted, executive outdoor kitchen with all laid stone; and new, 'reclaimed wood' columns on the exterior porch. The twenty-four, 14' tall columns were crafted from 150+ year-old Douglas Fir 'logs' that I located in Vancouver. They'd been excavated from the Mica Dam spillway and had been underwater for years. We had them transported to Syracuse and hand-crafted into exterior columns for the residence, to match the Douglas Fir used in the pergola.
  - The design/build of a 2400 sf., fully-equipped, estate winery on the property, with all required equipment installed and in operational order including fruit production machinery, wine presses, fermentation tanks, bottling equipment and labeling machines.
  - A 120' monopole wind turbine to provide renewable energy for the estate. The turbine came from Washington state.
  - Flooring throughout the residence and Lodge is quarter sawn curly ash, all details made by local craftsmen. Radiant in-floor heating was installed throughout all buildings. The Douglas fir timber framing was done by a father and son team that I found in southern New York that work only by hand. The wine cellar was built onsite, out of oak, by a local cabinet maker.
  - Renovations of a two story, 3491 sf. Manhattan penthouse on Columbus Circle (all new floors, newly remodeled kitchen, new Venetian plastered walls);
  - Renovations of a 5,001 sf loft apartment in the meatpacking district, including building a 1750 sf., 15 person screening room and editing suite for one of the owner's production companies.

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- Oversaw 2 month, \$500k renovation of an 8000 sf Mediterranean style vacation home and guesthouse in Malibu, CA. Project included; complete interior update (floors, bathrooms, kitchen), pool replaster, new landscaping, and updated the homes networking and security.
- Procured and managed the delivery, remodel, and operation of a 55', state-of-the-art, dinner cruise boat. Sourced boat and coordinated logistics to relocate the vessel from Virginia to New Jersey. Procured contractors and materials for rebuilding.