



EDUARDO URRA

Naturalized US citizen; born in Chile

Work Experience:

1996 – Present

Estate Manager/ Majordomo

Mr. Frank H. Pearl (deceased) and Mrs. Geryl T. Pearl
Washington, DC and Palm Beach, FL

- Function as Property Manager for four estates: Washington, DC; Martha's Vineyard, MA, Palm Beach, Florida, and (residence only on farm) in Rappahannock, Virginia.
- Manage and coordinate work teams on each property to assure proper maintenance and timely completion of remodeling projects
- Oversee and Manage complex schedules to ensure proper coverage of all residences according to owners' schedules
- Maintain close communication with designated member of executive staff to stay vigilantly informed of any and all changes to schedules in order to anticipate personal needs and staffing requirements at various residences
- Relay proper instructions to all contract workers and permanent staff to ensure seamless transitions are achieved between residences
- Oversee, schedule and interface with vendors and maintenance workers and review all service contracts
- Create and Maintain separate and detailed accounts for all residences and automobiles
- Ensure that automobiles are in good running order, i.e., maintain current inspections, permits and records of maintenance
- Maintain wine cellar and pertinent records including purchasing and inventory control
- Prepare and ensure perfection of the estates for each season
- Ensure that landscaping, swimming pools, balconies and exterior of homes are made ready for the principals
- Travel with employers for short or extended periods, as necessary
- Work with staffing agencies to obtain candidates for household positions
- Work with real estate agents to accommodate housing needs for additional staff
- Remain available to attend to staff requests and be available to provide hands-on service when necessary at any and all times
- Be willing and able to perform duties for any position on an emergency basis, including that of executive chef
- Work closely with staff in each residence
- Execute inventory control of all household items (including china, silver and linens)

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1994 – 1996	Household Manager Congresswoman Jane Harman and Dr. Sidney Harman Washington, DC
1988 – 1994	Majordomo Mr. Mark V. and Irene Soresi Potomac, MD
1984 - 1985	Assistant to Social Secretary Embassy of Chile Washington, DC