

It is my pleasure to introduce myself to you and provide you with this brief outline of my qualifications as an Estate Manager/Personal Assistant. I am a highly competent, detail oriented, professional and motivated individual with many varied skills that greatly benefit my employer. In my career I have served in such roles as an office manager, legal assistant, new business development director, consultant, operations manager and most relevantly as an estate manager. These positions have presented me with many different challenges and obstacles to overcome and in so doing have enabled me to compile a diverse set of skills and talents which include, contract negotiation, staff training, VIP liaison, business development, project management, talent management, media relations and career development and coaching.

During my employment as an Estate Manager/Personal Assistant, I have been responsible for managing all aspects of multiple luxury estates located in Newport, Rhode Island New York, New York, Greenwich, CT, East Hampton, NY and Coral Gables, Florida. My duties included but were not limited to, attending to the needs of my employer, managing household and nursing staffs for all residences, developing and implementing daily operating procedures for 14 employees, coordination and oversight of all travel, vendor management and payroll. While I enjoyed this position, I am excited by the prospect of a new challenge and the opportunity to further utilize the talents and skills I have developed.

I welcome the possibility and am eager to work in a stimulating and mutually rewarding environment.

If you have any questions or require additional information, please do not hesitate to contact me.

I look forward to hearing from you at your earliest convenience

Respectfully,

Adria Masferrer