

HEARTLAND ESTATE STAFFING

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We Take You Beyond the Résumé

NATIONWIDE PLACEMENT OF LIVE-IN & LIVE-OUT PRIVATE SERVICE PROFESSIONALS

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Jason & Nena Herrera



We Take You Beyond the Resume

James & Nena Herrera
430 Calumet Ct.
Hailey, Idaho 83333

Ranch Management Couple Position #532

To Whom It May Concern:

May 23, 2012

We're submitting our resumes for consideration of the Ranch Couple Team opening listed with Heartland Estate Staffing.

We were very confident after reading the listing that we would be a great match for this position. We feel that our extensive experience and life skills would be a great asset to the principals and the ranch property. Nena grew up on a ranch in southern Idaho where raising horses as pets and working tools, as well as cattle; for grazing, transporting and selling were all part of her daily life. She has hands on experience doing everything and anything necessary to make a ranch successful. She is accustomed to outdoor work and getting dirty as well as maintaining a beautiful home. Nena's gentle touch with animals, being kind, considerate, understanding and knowledgeable have all contributed towards her personal achievements.

On the other hand, James grew up with household animals, dogs, cats, lizards but most of all he learned at an early age what property management was all about. James' parents have been in the Property Management / Private Chef business in Sun Valley, Idaho for 20 years and at the age of 12 they put him to work. Whether he was giving private snowboard lessons to clients, or being Mom's sous chef, communicating with contractors, or helping his dad with general maintenance, in a nutshell, James was being groomed for private service. James is now an experienced general handyman, someone you can rely on to complete just about any project thrown his way. James has been applying these trades to his property management career.

As a couple we are not only husband and wife but we are also an excellent team. We enjoy working together and are eager to learn and grow. Our flexibility, respect of privacy and confidentiality and most of all our honesty are all attributes used to describe us. We love rural living, are comfortable in remote locations and respect the lifestyle.

We're excited, willing and able to relocate immediately as well as willing to travel if the job requires.

We hope that you would consider us for this position and thank you for your time.

Respectfully,

Nena Herrera & James Herrera

JAMES & NENA HERRERA



Objective: To secure a long-term position as a Couple Team where we can dedicate ourselves and apply our skills and experience to maintaining and managing a property for a family or private individual.

Professional Profile as a Couple Team:

- 4 years professional experience as a Couple in Estate Property Management
- Full detailed interior/exterior cleaning
- Event Planning: formal and informal experience
- Preparing Meals for clients and small dinner parties
- Interior and exterior decorating and seasonal decorating
- Works well in a team environment
- Possess strong skills in coordinating and prioritizing
- Highly organized, dedicated and committed to professionalism
- Work great under pressure with a keen attention to detail

Work History James:

Virginia Knott

2000 – present

Property Manager

- Total exterior and interior Property Management
- Reviewing and submitting bids for approval
- Scheduling and overseeing projects
- Total exterior management, seasonal irrigation responsibilities and maintenance
- Mowing w/ commercial mowers, trimming of all scrubs, stone work
- Minor plumbing and electrical work
- Seasonal decorating, install interior and exterior Christmas lighting
- Special Events Service
- Painting interior and exterior
- Window washing
- Oversee construction projects
- Inventory and purchasing
- Completing project punch list
- Scheduling vehicle maintenance and repairs, auto detailing
- Auto transport to and from airport and events

**Blue Door Estate Management
Property Management Assistant**

2008 – present

- 15 years extensive maintenance in property management responsibilities and duties with basic trade skills
- Operating heavy equipment, Commercial and residential backhoe, tractors/mowers
- Working off of blue prints
- Install electric fencing
- Interior, cleaning, ironing, laundry, and cooking
- Audio maintenance and trouble shooting
- Minor computer trouble shooting
- Cooking for clients; last minute meals, small cocktail parties
- Bartending
- Party and event planning – hiring & coordinating caterers, rental equipment
Music set to the party mode; fireplaces lit, interior and exterior lighting are set to client's expectations, tables set

**Janet Taggares
Island Management Assistant**

2008 – 2009

- Assistant Total Land Management of large 80 acre estate on a private island
- Boat services for clients and guest on open ocean waters
- Seasonal land maintenance

**Alpine Aquatics
Water Recourse Management**

2003 – 2009

- Aquatic planting and fish stocking
- Construction and remodeling and maintaining of ponds
- Maintaining water quality
- Hand and machine stack rock work
- Management of 18 man crew

Work History Nena

**Ketchum Eye Center
Assistant**

2009 – Present

- Assisting physicians with testing
- Customer service, scheduling appointments
- Managing and balancing accounts receivables and payables, insurance billing
- Inventory, ordering supplies

**Virginal Knott
Interior and Exterior Assistant Management**

2009 – Present

- 4 years experience in interior and exterior home & land maintenance
- Interior house cleaning

- Window washing
- Guest changes, seasonal and daily
- Launder fine fabrics and ironing
- Personal shopping & Household shopping, stock with food, personal items and staples.
- Personal organization of closet and drawers
- Coordinating and scheduling events for employer and guests
- Sous Chef, serving, setting table, etc.
- Exterior planting and maintenance of all flower beds and pots
- Mowing, trimming scrubs and trees
- Assisted in irrigation trouble shooting and maintenance
- Painting, decks and house

Blue Door Estate Management

2009 – Present

Interior and Exterior general responsibilities

- Window washing
- Interior house cleaning
- Exterior planting and maintenance of flower beds and pots
- Seasonal and daily turn over
- Manage small cleaning staff
- Scheduling appointments
- Communication skills
- Personal Assistant
- Preparing punch list

Personal Statement:

We are a hard working couple who prides ourselves on being dependable, observant, flexible and committed to professionalism. We possess great communication skills with our client and co-workers. Our goal is to make our clients' home a worry and trouble-free environment.

Additional experience:

Ranch : experience with horses and cattle. Responsibilities consist of riding, feeding, grooming horses, mending fences, cleaning stalls and moving cattle.

Hobbies: Hiking, running, working out, snow boarding, motorcycle riding, and fishing.

References: Upon Request