

**Paul Canzano**



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**CAREER EXPERIENCE : Chief of Staff / Director of Residences / Estate Manager/Chef**

**CAREER SUMMARY –**

**Present: G & G Projects - Project Manager/Marketing Consultant, Ringoes, NJ.**

This is a restoration company that restores national museum, historical buildings and offers high end decorative painting throughout the northeast.

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**PAC Consultants – Self owned estate management consulting firm**

**First Quality 2010-2011- Estate Manager /Consultant and Owners Rep. Great Neck, NY**

One year assignment to oversee the end of a six year construction project and the start up of a newly built estate.

**Alfred and Clare Eckert 2009-2010 – Estate Manager, Bernardsville, NJ.**

10 month assignment - Management of a fifty acre estate with multiple construction projects underway.

**Steven Spielberg – 2008 to 2009 Owners Rep/Estate Manager Brentwood, CA**

Eight month assignment, manage and hire new staff for multiple residences.

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**Dirk Ziff – 2004-2007 Director of Residences for multiple properties**

**Mort Zuckerman – 2002-2004 Chief of staff / Executive Assistant/ Personal Wealth Management, NYC**

**Whoopi Goldberg – 1998-2002 Estate Manager/Project Manager/Event Planner, NY**

**Daniel Snyder – 1997-1998 Estate Manager/Wine Consultant, Bethesda, MD. Three month assignment.**

**Warner Leroy – 1997 Culinary Consultant, NYC.**

Six month assignment

**Leonard Rabinowitz –1990-1997 Estate Manager/Chef, Event Planner /BH, CA**

**Kirk Kirkorian –1990 Personal Liaison, LA, CA ,**

Six month temp. assignment

**Joseph Hamilton –1985 to 1990 Estate Manager/Chef/Event Planner**

### **President Gerald Ford – 1984 Estate Manager/Chef, Rancho Mirage, CA**

I am a seasoned and highly motivated individual who possesses a variety of talents. My clients have utilized my services both as a fulltime estate manager, project manager, event planner /chef and property manager as well as on a consulting basis. My responsibilities have included by are not limited to:

- Administration and monitoring of principal's personal holdings and various family trusts, investments, real estate properties, yacht, private jet, and the staff of these entities.
- Preparing budgets, the movement of funds and the payment of bills, and reconciliation of accounts.
- Track and report annual contributions.
- Prepare detailed quicken reports as required by principal.
- Serve as liaison to lawyers, accountants, custodial banks and money managers, and representatives of various companies owned by principal.
- Management of homes, yacht, private jet and helicopter including the maintenance and necessary renovations of.
- The management and over site of smart-home operating systems. (HVAC / crestron / security / RGBS control systems / water / jandy pool systems. / lutron and vantage lighting systems.)
- Oversee vendors, negotiate and follow through on maintenance contracts and various projects.
- Setup and maintain art inventory, furniture, and antiques, including purchases and sales.
- Coordinate and plan large charity and entertainment functions.
- Scheduling of yacht and plane for charter and/or private use.
- Manage domestic staff- interviewing, hiring and training.
- Work with principal's office team. Maintain records and files.
- The over-site of all new and add on construction, the development of contracts and architectural plans and designs.
- Manage and supervise large horse ranch staff. Coordinate the movement and transportation of owner's horses from one property to another.
- Management and oversight of several large scale landscape projects
- Scheduling of all services to the properties, purchases and the inventory of all purchased items.
- Designing and implementation of employee and property manuals.
- The up-keep and inventory of storage facility records and the development of a large data base that keeps track of the movement of art and furniture.
- Traveling to the properties to maintain a consistent and high level standard of operation.
- Consulting and assist in the implementation of a family office.
- Culinary expert specializing in Italian/Mediterranean, Spa, Organic foods, event planning and catering

### **EDUCATION**

1974 - 1978

Rowan University - Glassboro, New Jersey  
Bachelor of Arts - Pre Law / Business

1970 – 1974

Montgomery High School- Skillman, NJ