

Ivo

Estate Manager / Chief of Staff



Personal Information

Birthdate	1983
Zodiac sign	Aquarius
Nationality	– USA – Croatia
Marital status, own children	In relationship, no children
Place of Birth	Croatia
Location	USA, New York
Driving License	Yes
Have a car	Yes
About myself	Seasoned right-hand support professional with 10+ years of white-glove service to high-net-worth individuals, families, and family offices across the U.S. and Europe. Skilled in anticipatory service, complex calendar management, global travel logistics, multi-residence and staff oversight, and high-level household operations. Experienced in vendor management, estate support, event and guest coordination, and serving as a trusted liaison across legal and financial matters. Known for discretion, adaptability, and problem-solving, with a dual US/EU passport and fluency in five languages. SKILLS • Smart Home & Luxury System Fluency (Crestron, Savant) • Technology: Google Workspace, Microsoft Office, Apple OS, Concur, QuickBooks, Slack • Languages: English, Italian, Spanish, Croatian, and Serbian • Certifications: CPR Relief of Choking Aviation Back Safety Boat Skipper Med Aire

Education

-	BA, International Business , , Fresno Pacific University,
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Working experience

2025 - till now

USA, New York City.

Chief of Staff | Estate manager | Executive Assistant

My role includes	Providing short-term estate and lifestyle support for select principals during relocations, renovations, and events inclusive of vendor schedules, property inspections, luxury travel logistics, staffing needs and household transitions and logistics.
Reason for leaving	Temporary contract

2023 - 2024

USA, Los Angeles.

Estate Manager to Principal

Alex Israel Studio

My role includes	• Oversaw daily operations of a 20,000 sq. ft. mixed-use estate and private studio supporting a globally known principal. • Managed a \$500K+ annual budget; reduced expenses by 20% through vendor consolidation and performance tracking. • Directed a rotating team of 8+ contractors, security staff, and housekeepers across two residences. • Coordinated private installations, VIP events, and global fine art logistics to five continents with zero security incidents. • Supported the principal's lifestyle preferences, vendor relations, and elite art-world engagements. • Maintained full discretion while managing all estate logistics, security planning, and time-sensitive initiatives.
Reason for leaving	Transitioned to East Coast permanently for family reasons after supporting principal through a major period of growth.

2021 - 2023

Confidentiality agreement/NDA signed

Chief of Staff & Estate Manager UHNWI

Confidential Client (Music Exec)

My role includes	• Led private estate operations across two luxury residences totaling 25,000+ sq. ft., managing a household staff of 12. • Directed \$1M+ annual operating budget with under 5% variance; implemented vendor scorecards, reducing overspend by 15%. • Oversaw multimillion-dollar renovations, seasonal transitions, and full estate
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	turnarounds. • Built household manuals, vendor SOPs, and training systems to streamline staffing, maintenance, and guest operations. • Acted as liaison to the principal's financial, legal, and medical teams; managed emergency responses and security protocols. • Delivered seamless cross-coastal estate continuity during high-profile hosting and travel periods.
Reason for leaving	Role concluded with principal's passing.

2017 - 2021

USA.

Self-Employed | Music Composer

2013 - 2017

USA, Los Angeles.

Private Assistant & Executive Operations Lead

My role includes	• Delivered dual-capacity support across the family's luxury design brand and private entertainment ventures. • Managed CEO's personal and private calendars, international travel, household vendor transitions, major family relocations and confidential communications across personal and corporate domains. • Directed operations for the flagship showroom, liaising with VIP clientele and global estate teams. • Partnered with designers, vendors, and in-home staff to ensure continuity of service across all properties. • Managed estate event logistics, vendor onboarding, and transition planning with complete discretion.
Reason for leaving	Family's needs changed and pivoted into music composing.

2010 - 2013

Dubrovnik, Croatia.

Resort Manager

Hotel Dubrovnik Palace

My role includes	• Directed front-of-house and VIP guest operations at a five-star resort catering to an international clientele. • Oversaw guest services, vendor logistics, and luxury hospitality programs. • Trained and managed staff in elite European service standards.
Reason for leaving	Relocated back to Los Angeles, CA

Health

Smoker No

Additional information

Croatian Native

English C2 - Fluent

Serbian C2 - Fluent

Italian B1 - Intermediate

Spanish B1 - Intermediate

Personal characteristics Responsible, reliable, positive, experienced, easygoing

Key skills Ability to adapt to all kind of situations quickly. Ability to work under pressure or stressful conditions. Ability to work using your own initiative, taking on extra responsibility. Excellent communication and people skills at all levels. High profile family experience

ID 33450

Excellent references available on request