

## Pat (Pasquale)

Personal Assistant, House manager, Butler



### Personal Information

Birthdate	1971
Zodiac sign	Aquarius
Nationality	– Italy
Marital status, own children	Single, no children
Place of Birth	Italy
Location	France, Nice
Driving License	Yes
Have a car	Yes
About myself	House manager/Butler with proven track record in this sphere. Speaks 4 languages (English/Italian/French/Spanish), possesses great deal of knowledge in private household management.

### Education

- 2011	Law degree, La Sapienza University, Rome,
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### Certificates

	– 1995 STCW 95 Training. Maritime School. Genoa
	– 1986-1991 High School Diploma Surveyor and property management
	– 1991-1993 Vocational Training in Luxury Household management and butler service by Guild of London in partnership with Institute of well-being in Ischia.

## Working experience

### July 2022 - January 2024

#### Yacht Butler in Sardinia and Chalet Butler in St.Moritz

##### My role includes

- Temporary assignments for summer/winter seasons
- The dates are as follows: July 2022 -Sept 2022// Dec.2022 -Jan.2023 // July2023-Sept 2023// Dec.2023-Jan.2024

### December 2011 - June 2021

#### House manager, Geneva lake area, Costa Smeralda and Ibiza

##### My role includes

- Responsibility to run his properties and smooth the principal's life.
- Hiring and managing the staff and training them on Etiquette and protocols.
- Budget and manage expenses for refurbishment, maintenance and general service for Crestron, CCTV, WIFI,TV and update with technicians.
- Keeping ledgers of general expenses and deal with suppliers and contractors.
- check their work, which are made according to the contracts and pay the bills. Coordinating butler duties, for formal and informal occasions, serve refreshment and take care of guests.
- Overseeing and coordinating the housekeeping works making sure the houses are always clean and ready to receive the Principal and family.
- Chief Steward on the yacht in Costa Smeralda.
- Supervise the everyday operations in the interior department, managing the budget for the provisions and keep ledger.
- Coordinate the crew and oversee the cleanliness of it and make sure all the valuable interior items, surface, marble, wood floor, woodworks flatware, crystal and the equipment are tidy up.
- Food and beverage management, stockage of the wine cellar and supply.
- Menu preparation according to the diet and food allergy and organizing parties/events.
- Welcome guests and assure first class service with aperitif and refreshment. Wardrobe management, packing and unpacking, catalogue personal items.
- Preparing list of medicine, take appointment with masseuse, physiotherapists and doctors.
- Booking restaurants and help at disembarkation.
- Visa applications and general errands.

### January 2000 - March 2007

#### Businessman

#### House manager-butler, Portofino, Milan, Principaute' de Monaco

##### My role includes

- Hiring and supervising staff and training them on Etiquette and protocol. Administrative procedure and staff salary payment, vacations, sick leave, performance, and termination.

- Dealing with contractors, vendors for the maintenance and service in the properties and budgeting & managing the costs, coordinate the works schedule and supervise it to be well done.
- Purchasing of the consumables required for the properties and keep relative ledger, arrangement for cleaning & waste service and replacement of beauty supplies and flowers.
- Purchase of food and beverage, wine cellar stockage and inventory and supervise the menu preparation for parties and ceremonies, formal and informal occasion and coordinate waiters.
- Hire temporary staff and coordinate them for ceremonies indoor and outdoor.
- Travel in advance to inspect the properties and keep it ready to receive the Principals and guests.
- PA duties such as to keep contacts with doctors, masseurs, list of medicine and personal effects and travel and logistic preparation, Visa application/passport.
- And when in hotel suite service coordination. Coordination with yacht's Captain for preparation, itineraries and service on board.

**July 1993 - November 1999**

**Saudi Royal Family**

**Personal butler, Riyadh, Villefranche sur Mer and St. Moritz**

My role includes

- Hiring and managing the staff and training them, on Etiquette and Protocol.
- Food & beverage management, butler service for formal and informal dinner, buffet service, silverware, flatware and crystal care. Packing and unpacking and wardrobe management.
- Organize parties around the swimming pool and coordinate the waiters.
- Deal with contractors for general service and maintenance.
- Welcome guests and coordinating refreshment service, lunch and dinner and help at disembarkation for restaurants and shopping.
- Travel in advance to St.Moritz to organize and making the property ready to receive the Family members and guests for White Turf horse racing.
- VAT refund applications.

## Health

Smoker

No

## Additional information

Personal characteristics

Responsible, punctual, reliable, creative, positive, experienced, loyal, patient, 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
English	Native
Italian	Native
French	Native
Spanish	Fluent
ID	22114

**Excellent references available on request**