

Artur

House manager; Property manager

- Multilingual (Polish native, fluent in English, French, Spanish, intermediate Italian)
- available ASAP
- EU and British passports holder
- 20 years of experience in the field



Personal Information

Birthdate	1980
Nationality	<ul style="list-style-type: none"> - Poland - UK
Marital status	separated
Place of Birth	Poland
Location	France, near Cannes (has his own flat and doesn't need accommodation)
Driving License	Clean Belgian/EU driving license
Have a car	Yes
About myself	<p>Experienced at attending to and overseeing the maintenance and repair needs of properties</p> <p>Adept at ensuring household security by taking proactive approach to potential threats</p> <p>Strong interpersonal skills</p>

Education

2005 - 2010	Diploma in Spanish, The Open University
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Working experience

May 2021 - till now

France, Cannes, HNW household

Property manager

My role includes

- Managing and overseeing all aspects of two villas, also an additional villa in the summer period
- Creating inventories, cleaning schedules, maintenance manuals
- Handling administrative duties, managing expenses
- Controlling the quality of work of other team members to ensure smooth running of the household and highest standards of cleanliness
- Recruiting and training new staff
- Front of house service
- Table service formal and informal
- Flower arrangement
- Silver Care and inventory
- Chauffeur duties
- Packing and unpacking
- Daily organisation and dinner service for up to 25 people, heading additional waiting staff
- Organising all aspects of events for up to 50 guest with regards to entertainment, decorations, drinks, sourcing good quality produce
- Overseeing the development of the properties and their grounds
- Liaising with suppliers and contractors
- Managing storage facility
- Booking restaurants , plane tickets , activities , private planes , hotels
- Organising agendas
- Managing budgets
- Paying bills

May 2019 - April 2021

Belgium, Gent, UHNW formal household

Property manager

My role includes

- Maintenance works including interior/exterior renovations of the properties within a 35ha estate in Belgium (XVIII century castle, guest villa, Orangery, utility buildings and tenant accommodation); 600sq m seaside apartment, St Tropez properties (2 villas, guest accommodation and staff quarters) and a chalet in Courchevel
- Complete renovation of the villa in St Tropez (exterior and some interior) including garden reestablishment and watering system upgrade.
- Budgeting with regards to renovation projects
- Liaising, overseeing and contracting tradesmen (in Belgium and St Tropez)
- Chauffeur duties (including long distance to Paris)

- Transport and handling of high value artwork and antiques between Belgium and a Chateau in Bordeaux.
- Distribution of wine from the Chateau
- Driving and valeting of old timers
- Front of house service / frequent formal dinner service with high profile guests (including ministers and a president)
- Table dressing
- Flower arrangement
- Mixing cocktails
- Greeting and receiving guests
- Running errands
- Animal care

January 2018 - April 2019

Coombe Hill Estate, Surrey, high profile household

Property Manager/Chauffeur

My role includes

- Daily chauffeur duties (including central London area) using high end cars: Mercedes gls AMG (7 seater), Mercedes V class limousine, Range Rover, Rolls Royce.
- Complete maintenance of the high tech house, including plant room and operating systems (Crestron, Lurton lighting, alarm systems)
 - Ensuring security
 - Communicating repair and maintenance needs to the landlord; overseeing the repair process
 - Sourcing tradesman and specialists of all source
 - PA duties: organising parties, running errands, organising various appointments , booking restaurants, hotels ,plane tickets etc.
 - Assisting at events, preparing drinks
 - Organising continuous supply of household necessities
 - Travelling with the employer to various locations in Europe
 - Providing guidance to junior staff

Reason for leaving

employer relocated abroad

October - November 2017

Royal Household

Property manager, Morocco, Rabat

My role includes

- Managing workers/ contractors (renovating princess' father's villa)
- Overseeing projects (building new house, overseeing landscaping of the new garden)

Reason for leaving

lack of organisation and structure in the work environment

November 2004 - September 2017

Maintenance Person (also property guardian during last 3 years), St. George's Hill Estate, Surrey

<p>My role includes</p>	<p>Maintenance duties:</p> <ul style="list-style-type: none"> • Undertaking 7 bedroom property and 3 ha garden maintenance/repair duties • Communicating repair and maintenance needs to patrons • Liaising with tradesmen and contractors, overseeing their work and reporting to homeowners • Purchasing supplies for maintenance/repair works, etc. • Interior decorating (painted all bedrooms, refurbishing the pantry and attic, window painting) • Designing and executing Koi carp pond project • Assisting with garden design (adding Mediterranean patch, rockery etc) • Caring for pets (parrot, aquarium fish, Koi carp, dog walking for neighbours) • Maintaining swimming pool and irrigation system (adjusting pH, maintaining water level and water clarity, vacuuming/ programming irrigation system, opening and closing depending on seasons) • Repairing minor home appliances • Maintaining 4 cars including 2 Porsche (cleaning, checking oil level and tyre pressure, arranging for repairs, controlling the MOT and road tax) • Being responsible for safety and maintenance of 3 properties: main residence, second home for sale, son's residence (key holder, answering to intruder alarm call outs) <p>Administrative duties:</p> <ul style="list-style-type: none"> • Serving as a point of contact for emergencies and urgent enquiries • Providing IT, SKY, mobile support • Running errands • Driving the principal to appointments • General office duties (e-mail, scan, print) • Assisting at events (serving drinks, assisting guests)
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September 2003 - September 2004

Au-pair/Gardener/Groom, Warminster, Wiltshire

<p>My role includes</p>	<p>– I was looking after the large countryside property grounds, tending to the garden and was responsible for care of horses, dogs and chickens. I also assisted in housekeeping duties inside the 7 bedroom property.</p>
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May - August 2004

Bath Priory Hotel

Bartender/Waiter

<p>My role includes</p>	<p>– I was working at the weekends is preparing tea/coffee for the breakfast service, serving at the table, delivering room service orders.</p>
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Health

<p>Smoker</p>	<p>Non-smoker (prefers a healthy lifestyle, likes sports, bodybuilding)</p>
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Additional information

Polish	Native
English	Fluent
French	Fluent
Spanish	Fluent
Italian	Intermediate
ID	21108

Excellent references available on request